

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**CHIEF EXECUTIVE OFFICER
SELF INSURED SCHOOLS OF CALIFORNIA (SISC)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Kern County Superintendent of Schools or designee

ESSENTIAL FUNCTIONS:

1. Under the direction of the Superintendent/Designee, plan, organize, direct and manage the operation of Self Insured Schools of California (SISC); work directly with the SISC I, II, and III Governing Boards and the Kern County Superintendent of Schools to coordinate all of SISC's activities; arrange for appropriate services from individuals and firms through contracts; recruit, select, and evaluate staff of the Division of Insurance Services.
2. Act as Chairman of the Board for SISC I-Worker's Compensation, SISC II-Property and Liability, and SISC III- Health Benefits Boards, and provide leadership and guidance to the Boards as it relates to the Joint Powers Authority (JPA).
3. Ensure that the Governing Boards of SISC I, II, and III adhere to and abide by the Bylaws, rules, and regulations of their respective Board.
4. Participate as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of support services to districts, schools, and County Offices throughout California.
5. Plan, recommend, and develop programs, goals, and objectives for the Division of Insurance Services.
6. Present reports and provide technical counsel as requested by the Superintendent.
7. Plan, organize, and direct a variety of programs, projects, and activities related to the function assigned.
8. Plan, organize, and implement long-term and short-term programs and activities designed to develop assigned services.
9. Meet with committees, Boards, advisory groups, and others to recommend courses of action, uses of allocated resources and to communicate assigned program activities and plans.
10. Prepare reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data and others as directed.
11. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the areas served.

12. Communicate with other administrators, County Office personnel, and district Superintendents to coordinate activities and programs, resolve issues and conflicts, and exchange information relative to the scope and programs of SISC.
13. Conduct staff meetings to communicate ideas and resolve issues.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to serve as a leader in developing, improving, and promoting Self Insured Schools of California (SISC).
2. Possess knowledge of and willingness to stay abreast of trends, innovations and practices in the school administration, finance, and insurance services.
3. Ability to bring a group to consensus.
4. Ability to forecast impact of trends on the organization and clients and anticipate client needs.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Have the proven ability to communicate effectively, both verbally and in written materials.
2. Relate and communicate with school administrators, board members, media staff and the public.
3. Have the demonstrated ability to work harmoniously with the staff, administrators, schools boards, state agencies, and the public both as a leader and group member.
4. "This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details."
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Master's or Doctorate degree.

2. Valid Administrative Services Credential.

B. Experience:

1. Five years of administration or supervision experience, with superintendency desirable.

TS:gs

7/8/15

G:\Chief Executive Officer SISC