

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
DIRECTOR II – SCHOOL IMPROVEMENT SUPPORT**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Division Administrator of Instructional Services

ESSENTIAL FUNCTIONS:

1. Under the direction of the Division Administrator, the Director II – School Improvement Support is responsible for developing and implementing a system of support to assist Kern County’s high priority schools and districts in improving student achievement.
2. Identify the schools and districts in Kern County that meet the criteria of “high priority” (II/USP, Deciles 1 and 2, and Program Improvement).
3. Work with schools and districts to identify their needs for support and direct assistance in order to improve student achievement.
4. Facilitate the development of school and district level plans to improve student achievement.
5. Assist schools and districts in identifying and securing the resources needed to implement plans for improving student achievement.
6. Coordinate existing services and support provided to high priority schools and districts by the Division and other regional or local server providers.
7. Develop resources to support the ongoing support to high priority schools.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Knowledge of California Content Standards and the state student assessment programs.
 2. Knowledge of school and district needs assessment and planning for improving student achievement.
 3. Knowledge of English Language Development.
 4. Effective professional development, facilitation skills, and materials development.
 5. Knowledge of principles of supervision, training, and change theory.
 6. Knowledge of federal, state, and local program mandates and implementation requirements.
 7. Ability to design new tools and materials for assisting schools and districts in improving student achievement.

8. 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.
 9. 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. Work effectively and maintain positive relationships with site and district leadership.
 2. Communicate clearly and concisely, both orally and in writing.
 3. Work collaboratively with members of the Division, school and district staff and regional partners.
 4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

- A. Education:
1. Master's Degree and Administrative Services Credential required.
- B. Experience:
1. A minimum of 10 years teaching and administrative experience at both elementary and secondary levels.
 2. Demonstrated skill in school improvement and accountability.

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