

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

DEPUTY SUPERINTENDENT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Kern County Superintendent of Schools

ESSENTIAL FUNCTIONS:

1. Plan, organize, implement and control a variety of assigned programs and services for the school districts and the County Office of Education; direct several major organizational units in the delivery of services to assure responsiveness to County Office objectives and priorities; participate as a member of Senior Cabinet and the Superintendent's Cabinet; Act as the Superintendent's designee as directed by the County Superintendent of Schools.
2. Plan, organize, direct and manage state and local initiatives such as workforce development, adult education, career technical education (CTE), Kern Integrated Data System (KIDS), and Kern Pledge.
3. Collaborate with K-16 public and private partners to develop a county office structure to support CTE, career readiness, college preparedness programs, and Kern Education Pledge initiatives.
4. Develop workforce development and business partnerships to create internship and apprentice opportunities for students.
5. Engage nonprofit groups to assist with college and career partnerships.
6. Plan, organize, implement and control major organizational units to assure responsiveness to County Office objectives and priorities.
7. Present reports and provide technical counsel to the County Board as requested by the Superintendent; review and present County Board agenda items affecting assigned functions.
8. Provide technical expertise and information as necessary regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas.
9. Consolidate, develop and prepare the annual preliminary budget for assigned functions; make budgetary decisions for assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.
10. Actively represent this office in community service programs and organizations as may be specified by the County Superintendent of Schools.
11. Actively represent this office in inter-regional, state, and national committees and task forces committed to the management, coordination, and improvement of instructional services.

12. Provide the leadership for staff members of the office to remain abreast of the latest trends, innovations and practices of public education so that these may be shared with client schools when appropriate.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Theory, principles, practices, and techniques of education, including current trends and practices.
2. Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.
3. Fields for which he or she has responsibility (and in other fields as they relate) and a capacity for its replenishment and expansion.
4. 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.
5. 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. Interpret the California Education Code and applicable local, state, and federal legislation.
2. Plan, organize, administer, review, and evaluate a broad educational support services operation.
3. Select, train, motivate and evaluate assigned staff.
4. Develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls.
5. Analyze complex problems, evaluate alternatives and make sound, creative recommendations.
6. Exercise sound independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with those encountered in the course of the work.
8. Represent the office in meetings with others.
9. Prepare clear, concise and accurate reports, correspondence, analytical studies, and other written material.
10. 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 from an accredited college or university required.
2. Must possess a California Administrative Services Credential.
3. Doctorate degree in Education or related field preferred.

B. Experience:

1. Five (5) years successful experience as a classroom teacher.
2. Five (5) years of district or county office level administrative experience, preferably in a district Superintendent role.

TS: m
12/10/19
G:\Deputy Superintendent.doc