

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

**DEPUTY SUPERINTENDENT – INSTRUCTIONAL SERVICES**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Kern County Superintendent of Schools

**ESSENTIAL FUNCTIONS:**

1. Exercise authority and commensurate with established policy and procedures of the office for effective administration of programs, personnel, facilities, and fiscal management of all departments of the Division of Instructional Services including Continuous Improvement Support, Educator Development and Data Support, Curriculum, Instruction & Accountability, Migrant Region V, School Community Partnerships, Community Connection for Child Care (CCCC), Grant Development, Foster Youth Services Coordinating Program, Kern County Children's Dental Health Network, Early Childhood Council of Kern, Williams Act Compliance, workforce development, adult education, and career technical education.
2. Responsible for local and statewide projects and initiative focused on improving student outcomes around the state priorities, and to oversee and direct programs and activities to support school districts and community agencies in serving the youth of Kern County.
3. Develop and direct the implementation of goals, objectives, and work standards.
4. Develop, implement, interpret, and evaluate practices to meet legal requirements, policies, and procedures related to instructional services.
5. Monitor developments, perform analysis, and provide input on legislative matters related to State Priorities, LCAP Process, Curriculum & Instructional practices, Foster Youth, Grant Development, Migrant Education, Child Care, and other areas.
6. Actively participate in labor negotiations.
7. Actively represent this office in community service programs and organizations as may be specified by the County Superintendent of Schools.
8. Actively represent this office in inter-regional, state and national committees and task forces committed to the management, coordination and improvement of instructional services.
9. Organize and administer activities within the area served by this office designed to strengthen and improve instructional services, including in-service programs for staff members of this office and of client schools.
10. Organize and administer surveys, investigations and assessments of innovative and evolving changes in the area of instructional services.
11. Organize and administer inter-district articulated and cooperative instructional projects.
12. Organize and administer long-term planning for optimum utilization of the resources of this office committed to delivery of effective instructional services.

13. Organize and administer cooperative instructional projects and activities done with other county offices around the state.
14. 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.
15. Serve as the County Superintendent of Schools, as designated, in the absence of the County Superintendent of Schools.

**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, Federal Migrant Education Regulations 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.

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.

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