

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

MANAGEMENT CONSULTANT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assistant, Deputy, or Associate Superintendent or appropriate administrator.

ESSENTIAL FUNCTIONS

1. The Management Consultant will be responsible for providing advisory services to assigned Kern County school districts on policy, procedures, governance issues, finance, personnel, facilities, business and general operational areas, and curriculum.
2. Serve as Interim Superintendent at school districts.
3. Provide assistance to school districts and charter schools.
4. At district request, complete management reviews of district operations and provide written findings and recommendations.
5. Provides direct AB1200 oversight; including review of fiscal condition and development of fiscal recovery plans if needed.
6. As requested, assist districts in developing and implementing best practices to build district internal fiscal and operational capacities.
7. Review district Local Control Accountability Plan (LCAP) and adopted budget in accordance with State Board of Education regulations and provides recommendations for revisions, if needed, to be compliant with SBE.
8. Assist district superintendents and administration with the planning and evaluation of courses of study particularly implementation of the common core.
9. Provide assistance on research connected with the evaluation of the effectiveness of instructional programs.
10. Provide assistance with the evaluation of instructional programs, materials, and professional development.
11. Conduct AB1200 oversight responsibilities including but not limited to: reviewing budget and interim reports, conducting on-site fiscal assistance, serving on budget committees, serving as a district fiscal expert, and/or serving as a district fiscal advisor in accordance with California Education Code 42127.
12. Conduct on-site visitations to school districts and charter schools to advise and assist administrators and school boards on administrative, instructional, operational, financial, personnel, curriculum, and/or technology matters.
13. At district request, analyze district organizational and staffing models and develop

findings and recommendations for improvement; review operational areas and make recommendations for improvement; develop training and/or procedural guidelines for best operational practices.

14. Prepare written reports and develop sample procedural documents in accordance with KCSOS standards.
15. Work with professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in school administration.
16. Other duties as assigned.

MINIMUM QUALIFICATIONS

A. Personal Qualifications:

1. Demonstrate leadership and supervisorial techniques.
2. Knowledge of California public school finance.
3. Knowledge of K-12 and Charter school education format, processes and procedures.
4. Knowledge of California Education Code and Governmental Code sections related to education.
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. Ability to manage and administer large and complex projects.
2. Ability to work independently and supervise diverse team members.
3. Ability to work collaboratively with district and charter school staff, and various agencies.
4. Demonstrate effective group facilitation skills consistent with the goals and objectives of KCSOS.
5. 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 CRDENTIALS

A. Education:

1. Administrative Credential Required.
2. Master's degree preferred.

B. Experience:

1. Proven and progressive management and administrative experience with documented success in the development and implementation of improvement plans and special projects.
2. Five years of experience in an administrative level position with experience as a school district superintendent preferred.

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