

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
DIRECTOR II, VALLEY OAKS CHARTER SCHOOL (VOCS)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Assistant Superintendent, Educational Services

ESSENTIAL FUNCTIONS:

1. Develop and maintain an exemplary instructional program for students enrolled in VOCS.
2. Develop, maintain and monitor budgets for VOCS.
3. Ensure the compliance with all legal and charter requirements as they relate to the academic program.
4. Develop and maintain knowledge and use of current practices by teachers and supervisors.
5. Follow all written and verbal request of the Assistant Superintendent.
6. Coordinate County Office and instructional resources to maximize the quality of educational programs.
7. Recruit and retain qualified staff.
8. Organize, direct, supervise and evaluate assigned administrative and clerical staff.
9. Comply with all regulations and policies of the County Superintendent.
10. Other duties will be assigned by the Assistant Superintendent as needs arise.
11. Responsible for Charter renewal and WASC accreditation.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. A command of knowledge and willingness to stay abreast of current trends, innovations, and practices in charter schools.
 2. Knowledge of and willingness to stay abreast of current trends, innovations and practices in elementary and secondary education.
 3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools.
 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. Enthusiasm for and commitment to assigned tasks.
2. Command of general information about how children develop, act, think, learn and feel.
3. The ability to establish an appropriate working relationship with individuals or groups.
4. Possession of a broad repertoire of teaching skills.
5. Sincere interest in the development and operation of charter schools and a knowledge of suitable curriculum and organization.
6. Ability to provide leadership in committees, workshops, and various types of group meetings.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Possess or be eligible for a California Administrative credential.
2. Possess a Master's or doctoral degree from an accredited college or university and evidence of continued professional growth.

B. Experience:

1. Two years successful teaching experience.
2. Three years successful administrative experience.

TS: gs

3/18/2022

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