

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

ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

Superintendent

ESSENTIAL FUNCTIONS:

1. Under the direction of the Superintendent, the Assistant Superintendent is responsible to plan, organize, implement and control services in the area of student programs and instruction, including oversight, supervision and evaluation of programs and personnel for court and community schools, county administered charter schools, early childhood education programs, special education programs, outdoor education schools, and the Kern County SELPA.
2. Direct several major organizational units in the delivery of services to assure responsiveness to County Office objectives and priorities.
3. Develop and direct the implementation of goals, objectives, and work standards for the division.
4. Formulate, develop, implement, interpret and evaluate policies and procedures related to student programs and instruction.
5. Participate as a member of the Superintendent's Senior Cabinet in the overall planning and direction of County Office functions and services; advise the superintendent regarding the use of resources, priorities, program opportunities and methods to enhance the delivery of services to students.
6. Provide reports and provide counsel regarding student programs as requested by the Superintendent.
7. Plan, organize, and direct a variety of programs, projects, and activities related to the function assigned.
8. Represent the area assigned to the county, state and federal officials as requested.
9. Make presentations to associations, community groups, and others regarding county office matters and assigned subject or program areas.
10. Assure compliance with a variety of state and federal regulations, laws and reporting requirements.
11. Meet with committees, boards, advisory groups, and others to recommend courses of action, uses of allocated resources, and to communicate assigned program activities and plans.
12. Prepare reports covering assigned responsibilities such as budgets, financial reports, progress of projects, applicable program data, and other matters as directed.

13. Communicate with other administrators and county office personnel to coordinate activities and programs, resolve issues and conflicts, exchange information; communicate ideas, plans, and results with staff.
14. Select, supervise, and evaluate the performance of assigned staff.
15. Review and oversee recommended transfers, reassignments, staff reductions, terminations, and disciplinary actions.
16. Plan, coordinate, and arrange for training and development of subordinates.
17. Develop, prepare and monitor the annual budget for assigned programs; analyze, review and make budgetary decisions to maintain fiscal stability, control and authorize expenditures in accordance with established guidelines.
18. Oversee accreditation reviews such as WASC, charter school renewals, and COSA.
19. Oversee completion of the charter school LCAP, the Court and Community School LCAP, and the County Wide Plan for Expelled Students.
20. Support the Special Education Local Plan Area.
21. Consult with legal representation in regards to litigation against the county office.

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. 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.
4. 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. Provide direct mentoring, assistance, technical expertise and information to various program leaders and county personnel.
10. Lead group meetings, collaborative decision-making processes, and strategic planning sessions.
11. Plan, prepare, and implement innovative actions.
12. Prepare and make clear and concise written and oral reports and presentations.
13. 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 valid California Administrative Services Credential.

B. Experience:

1. Five (5) years of successful experience as a classroom teacher.
2. Three (3) years of district or county office level administrative experience.

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