

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

**REGIONAL LIAISON OF HIGHER EDUCATION**

Administrative Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Deputy Superintendent

**BASIC FUNCTION:**

The Regional Liaison of Higher Education will provide strategic leadership and support the planning and implementation of initiatives to strategically build comprehensive pathways while fostering an equity-centered student success culture. By working with partner institutions across the K-16 spectrum, the Regional Liaison of Higher Education will assist in connecting current efforts and creating new opportunities for streamlined pathways leading to improved outcomes and future regional economic growth.

**ESSENTIAL FUNCTIONS:**

1. Provide leadership for the Kern Regional K-16 Education Collaborative through planning, developing, organizing, coordination, leadership, and facilitation of activities on behalf of key stakeholders to develop and implement regional goals, objectives, and strategies associated with the California Community Colleges Chancellor's Office statewide economic and workforce development mission and vision.
2. Convene, coordinate, connect, and collaborate with the region's workforce and economic development networks and college leadership to ensure that every community college and public university in the region is aware of opportunities to participate in regional activities, regional decision-making processes and regional investment of resources.
3. Coordinate with, and leverage efforts of other regional, statewide, and federal stakeholders to identify and connect priority sector needs and resources leading to outcomes that directly or indirectly improve student success and student wage gain.
4. Provide leadership and strategies for inclusive regional planning processes that produce roadmaps for economic development efforts that prioritize the creation of accessible, high-quality jobs in sustainable industries and that bolster career mobility for underserved and incumbent workers.
5. Develop transparent and inclusive processes for shared problem solving to advance long-term prosperity and equity using actionable research.
6. Drive collaboration and initiatives with the statewide and regional educational and industry partners to facilitate connections between regional businesses, industries, and college programs.

7. Build and strengthen connections and partnerships with public and private stakeholders to ensure that targeted pathways meet the workforce needs of tomorrow.
8. Cultivate regional collaborative communities so that practitioners and/or faculty are deeply engaged in the region's priority and emergent sectors.
9. In collaboration with pre-existing committees, establish an effective process to help validate the need for new programs, avoid unnecessary duplication of programs, and ensure labor market demand/supply equilibrium.
10. Connect with the full spectrum of Kern Integrated Data System resources to monitor and track progress toward agreed upon outcomes and metrics.
11. Manage fiscal and administrative duties associated with the procurement and management of grants and other funding sources to support regional and statewide work related to workforce development.
10. Interpret and ensure compliance with applicable state and federal laws and regulations and Kern County Superintendent of Schools rules and processes with regard to the use of employees and contractors.
12. Facilitate the evaluation and review of progress in meeting strategic plan objectives.
13. Seek funding for employing the necessary support services required to successfully execute responsibilities and work plans.
14. Travel to and participate in regional, state, and national meetings.
15. Represent the Kern Regional K-16 Education Collaborative at required meetings.

**MINIMUM QUALIFICATIONS:**

- A. Knowledge of:
  1. State and federal laws, codes, regulations practices, and issues affecting economic & workforce development programs.
  2. Economic & workforce development instructional and program development.
  3. California Community College curriculum development and approval process.
  4. Budget development, fiscal performance measures, and administration.
  5. Collaborative strategies for diverse groups/populations.
  6. Communicating effectively with individual and groups within institutes of higher education as well as external audiences.
  7. Gathering and analyzing data and making relevant recommendations based on that analysis.

B. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in curriculum and instruction, staff development and management.
2. Willingness to abide by the rules and regulations of the Kern County Superintendent of Schools Office in a professional and efficient manner.
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.

C. Professional Qualifications:

1. Experience leading change initiatives that build capacity to advance educational outcomes and student success, including developing equity-oriented learning environments while fostering authentic collaboration.
2. Must possess strong inclusive leadership and interpersonal skills; ability to establish and maintain effective working relationships with a wide range of stakeholders and constituencies
3. Ability to communicate clearly and persuasively, both orally and in writing; think clearly, strategically, and futuristically; reason logically; define procedural problems; and plan, coordinate, and initiate actions necessary to implement the goals of the collaborative.
4. Formulate policies and procedures.
5. Compile clear, accurate statistical reports and surveys.
6. Coordinate/facilitate meetings.
7. Establish and maintain effective working relationships.
8. Conduct outreach and build consensus between multiple stakeholders on complex multi-campus efforts.
9. Oversee curriculum alignment.
10. Interpret laws, rules, and regulations affecting community colleges.
11. Interpret the laws, rules and regulations regarding grants.
12. Effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including creating charts, establishing and maintaining databases, utilizing list serves, calendaring systems, web sites, cloud-based systems for sharing documents and creating spreadsheets.
13. Analyze and research data and prepare clear and concise reports and recommendations.

14. Coordinate multiple initiatives while advancing a regional strategy.
15. Convene and lead workforce partners outside the community college system.
16. Demonstrate excellent constituency management and interpersonal skills.
17. Provide work direction and guidance to assigned staff.
18. Develop and maintain records accurately and with confidentiality.
19. Compile, organize and use various financial information necessary in the preparation and management of budgets.
20. Analyze complex financial, statistical and narrative data.

### **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Appropriate California Teaching Credential required.
2. Master's or doctorate degree from an accredited college or university required.

B. Experience:

1. Successful experience as an administrator in the field of curriculum and instruction.
2. Successful experience related to staff management, program development and budget preparation.
3. Proven ability to serve as a leader in developing, promoting, and improving instructional practices and educational programs, which improve student achievement.
4. Proven ability to analyze situations accurately and adopt an effective course of action.
5. Experience that includes current knowledge of best practices for secondary and post-secondary education.
6. Successful experience in organizational change management.