

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

ADMINISTRATOR – SPECIAL PROJECTS

Certificated Job Description

IMMEDIATE SUPERVISOR:

Deputy Superintendent, Instructional Services

ESSENTIAL FUNCTIONS:

1. Administer and support special projects as it relates to Instructional Services Division.
2. Administer, manage, and supervise all aspects of operations of the High-Quality Online Instructional Materials Initiative as part of the Statewide System of Support.
3. Provide state-wide leadership regarding all issues related to digital instructional materials including local, state, and federal requirements and guidance.
4. Provide state & county-wide leadership in the establishment, implementation, and evaluation of digital instructional materials on an open educational resource platform.
5. Provide timely information and feedback to KCSOS leadership and Advisory Board regarding usage and development of California's Open Educational Resources and any other external projects.
6. Coordinate, conduct and evaluate professional development programs for educational administrators, teachers and instructional support personnel, including workshops, institutes and technology-based training opportunities and other external projects.
7. Prepare and deliver written reports and oral presentations relative to the California Open Educational Resources platform and other special projects.
8. Plan and implement professional growth opportunities for department staff to ensure they are knowledgeable about current research and best practices in the fields of high-quality instructional design for virtual and hybrid settings.
9. Work with professionals and community committees, organizations, and institutions and other agencies at the local, state and national levels to promote the implementation and evaluation of highly effective open instructional resources and other external supports.
10. Partner with outside agencies to complete design and updating of the California's Open Educational Resources.
11. Possess strong and effective organizational skills to manage the platform, track progress/usage, and communicate with leadership team/advisory board.
12. Prepare budgets, reports, contracts, and agreements for service.
13. Represent the county office at professional meetings.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. 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, 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.

B. Professional Qualifications:

1. Proven ability to serve as a leader in developing, promoting and improving instructional practices and educational programs, which improve outcomes for learners.
2. Proven ability to analyze situations accurately and adopt an effective course of action.
3. Ability to provide leadership in committees and special projects within instructional services, interagency and parent groups.
4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to articulate ideas and information effectively to others.
6. Ability to build relationships and work effectively with diverse individuals and groups.
8. Successful experience as a site or district administrator.
9. Expertise in instructional leadership at the school or district level.
10. Successful experience in organizational change management.
11. Proven ability to successfully utilize technology to support the design and implementation of cradle to career initiatives and professional learning.
12. 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. Administrative Services 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. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs.
6. Successful experience in coordinating and conducting professional learning activities.
7. Experience that includes current knowledge of best practices for secondary and post-secondary education.
8. Successful experience in organizational change management.