

**OFFICE JOHN G. MENDIBURU, Ed.D.  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

**ADMINISTRATOR – CONTINUOUS IMPROVEMENT SUPPORT**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assistant Superintendent, Instructional Services

**ESSENTIAL FUNCTIONS:**

1. Coordinate and implement the County Office support system for LEAs including, but not limited to, a continuous improvement model, delivery of professional learning, sharing promising practices, development and coordination of professional learning networks, connection to resources and regulatory guidance.
  - Identify countywide trends and tailor district support strategies to needs of each district.
  - Coordinate with the Assistant Superintendent to hold monthly meetings with Professional Learning & Student Support Services, District Fiscal Assistance, and management consultants to calibrate and coordinate district support.
2. Coordinate semiannual site visits with the district leadership team to discuss the Local Control Accountability Plan (LCAP) implementation, data collection, monitoring and reporting systems, and district progress toward goals and state priorities.
3. Prepare funding allocation plans and budgets, and maintain fiscal records regarding Continuous Improvement Support Services.
4. Recruit, supervise, and evaluate necessary classified and certificated personnel for Continuous Improvement Support Services.
5. Supervise the preparation of annual trainings and communications with districts related to LCAP development, implementation, monitoring, development of County Office and district leadership capacity, and approval process.
6. Supervise the preparation of annual trainings related to effective strategies, programs, and services to improve outcomes for unduplicated pupils.
7. Develop proposals, new programs, budgets, and grant opportunities for the purpose of ensuring compliance with local, state, and federal regulations and meeting the goals of the County Office and the districts.
8. Contract with district practitioners, outside experts, and coordinate internal support staff to provide direct instructional support teams.
9. Develop and implement department standard operating procedures.
10. Collaborate with districts to determine how to operationalize the collaboration between districts on best practices.
11. Stay current on development of the LCAP rubric, template changes, state priority snapshot, and training provided by outside entities.

12. Deliver information, resources, and training as required by the California Department of Education, State Board of Education, and California Collaborative for Educational Education.
13. Develop and manage the County Office LCAP district support resources to school districts and in the all domain areas, including school climate and student/parent engagement.
14. Develop support structures to assist districts in utilizing data to make informed decisions in planning for continuous improvement.
15. Other duties as assigned, including, but not limited to, general consultation, district coordination, CDE/SBE/CCEE compliance monitoring, UCP complaint assistance, committee assignments, compliance reviews, etc.

**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.

B. Professional Qualifications:

1. Proven ability to serve as a leader in developing, promoting and improving instructional practices and educational programs, which improve curriculum and instructional outcomes for children.
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 curriculum and instruction, interagency and parent groups.
4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to establish successful working relationships and rapport with individuals and groups.
6. Ability to articulate ideas and information effectively to others.
7. Ability to 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. 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 curriculum and instructional outcomes for children.
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 development activities.
7. Experience that includes current knowledge of school reform principles, theory and instructional techniques.
8. Successful experience in organizational change management.

TS: rn  
5/25/18  
G:\Administrator – Continuous Improvement Support.doc