

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

ADMINISTRATOR – LOCAL REGIONAL, AND STATEWIDE SYSTEMS OF SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Deputy Superintendent, Instructional Services

ESSENTIAL FUNCTIONS:

1. Coordinate systems of support with local, regional, and statewide LEAs/COEs by providing professional learning and student support services, connection to resources and regulatory guidance utilizing data.
2. Prepare funding allocation plans and budgets and maintain fiscal records.
3. Recruit, supervise, and evaluate classified and certificated personnel as necessary.
4. Coordinate and collaborate with CA Collaborative for Educational Excellence (CCEE), CA Department of Education (CDE), and Statewide System of Support Leads as Geographic Area Lead.
5. Coordinate and collaborate with K16 partners through the K16 Collaborative.
6. Oversee the preparation of annual trainings and communications with K16 partner organizations.
7. Oversee the preparation of annual trainings related to effective strategies, programs, and services to improve outcomes for unduplicated pupils.
8. Develop proposals, new programs, budgets, and grant opportunities for the purpose of ensuring compliance with local, state, and federal regulations.
9. Develop networks to support to cradle to career initiatives.
10. Design, coordinate and implement regional and statewide initiatives.
11. Develop and implement standard operating procedures.
12. Stay current on issues and regulatory guidance related cradle to career and open educational resources.
13. Deliver information, resources, and training as required by state and local grant initiatives, the California Department of Education, State Board of Education, and California Collaborative for Educational Education.
14. Other duties as assigned, including, but not limited to, general consultation, district coordination, CDE/SBE/CCEE compliance monitoring, 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.
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.

Successful experience as a site or district administrator.
7. Expertise in instructional leadership at the school or district level.
8. Successful experience in organizational change management.
9. Proven ability to successfully utilize technology to support the design and implementation of cradle to career initiatives and professional learning.
10. 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.

CP: mm

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