

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

**ADMINISTRATOR, DIVISION OF STUDENT SERVICES**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assistant Superintendent/Deputy Superintendent

**ESSENTIAL FUNCTIONS:**

1. Maintain operational responsibility for implementation and coordination of staff and students within the Division of Student Services.
2. Supervise and evaluate the directors assigned to the Student Services program and their programs.
3. Maintain an exemplary instructional program for the Alternative Education Program, consisting of court and community campuses throughout Kern County.
4. Develop an annual budget; present to Superintendent as per office procedures.
5. Monitor Division's adherence to credentialing and NCLB Highly Qualified status as required by the California Department of Education and federal guidelines.
6. Supervise the preparation of annual reports requested by the California Department of Education or organizations as they occur.
7. Actively represent this office in community service programs and organizations, interregional, state and national committees and task forces committed to the management, coordination and improvement of educational services for students and their families.
8. Oversee the development, implementation and reporting of the Strategic Plan for the Division.
9. Provide information and/or updates to the Superintendent's Cabinet regarding pertinent issues developing in local school districts or at the state/national level within the educational arena.
10. Serve as Division Representative in reviewing legislation and providing input to the Legislative Policy committee.
11. Serve as Division Representative in negotiating/monitoring contracts, MOU's, or interagency agreements with outside agencies to provide housing and/or services to students.
12. In conjunction with other office divisions, maintain Board and Superintendent Policies that adhere to State/Federal laws and regulations.
13. Carry out assignments given by the Superintendent and/or Assistant/Deputy Superintendent.

## **MINIMUM QUALIFICATIONS:**

### **A. Personal Qualifications:**

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in curriculum, staff development and management.
2. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools 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 educational outcomes for children.
2. A command of knowledge and willingness to stay abreast of current trends, innovations, and practices in Community/Court and alternative education.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in elementary and secondary education.
4. Proven ability to analyze situations accurately and adopt an effective course of action.
5. Ability to provide leadership in committees and special projects within education, interagency and parent groups.
6. Ability to be creative and to make decisions based on a sound educational philosophy.
7. Ability to establish successful working relationships and rapport with individuals and groups.
8. Ability to articulate ideas and information effectively to others.
9. Ability to work effectively with diverse individuals and groups.
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. Possess or be eligible for California Administrative or Supervision credential.

2. Possess Master's degree or Doctoral degree from an accredited college or university and evidence of continued professional growth.

B. Experience:

1. Successful experience related to staff management, program development and budget preparation, preferably in the area of alternative education and/or early childhood education.

TS:gs

7/8/2015

G:\Administrator Student Services