

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

ASSOCIATE SUPERINTENDENT

Certificated Job Description

RANGE: SALARY SCHEDULE # 19

IMMEDIATE SUPERVISOR:

Kern County Superintendent of Schools (KCSOS)

ESSENTIAL FUNCTIONS:

1. Plan, organize, implement and control a variety of assigned programs and services for the school districts and the County Office of Education; direct several major organizational units in the delivery of services to assure responsiveness to County Office objectives and priorities; participate as a member of Senior Cabinet and the Superintendent's Cabinet; Act as the Superintendent's designee as directed by the County Superintendent of Schools.
2. Plan, organize, implement and control major organizational units to assure responsiveness to County Office objectives and priorities.
3. Participate as a member of Senior Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of educational programs and support services to districts and schools.
4. Plan, recommend and develop programs, goals and objectives for the assigned divisions and departments.
5. Present reports and provide technical counsel to the County Board as requested by the Superintendent; review and present County Board agenda items affecting assigned functions.
6. Plan, organize and direct a variety of programs, projects and activities related to the function assigned.
7. Provide technical expertise and information as necessary regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas.
8. Represent the area assigned to the County Office, State and federal officials as requested; provide presentations to associations, community groups and others regarding County Office matters and assigned subject or program areas.
9. Plan, organize and implement long-term and short-term programs and activities designed to develop assigned services.
10. Assure compliance with a variety of State and federal regulations, laws and reporting requirements.

11. Meet with committees, Boards, advisory groups and others to recommend courses of action, uses of allocated resources and to communicate assigned program activities and plans.
12. Prepare reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data and others as directed.
13. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the areas served
14. Communicate with other administrators and County Office personnel to coordinate activities and programs, resolve issues and conflicts and exchange information; conduct staff meetings to communicate ideas and resolve issues.
15. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training and development and subordinates.
16. Consolidate, develop and prepare the annual preliminary budget for assigned functions; make budgetary decisions for assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines.
17. Attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas.
18. Actively participate in labor negotiations with certificated and classified bargaining units.
19. May serve as the County Superintendent of Schools as designated in the absence of the County Superintendent of Schools.
20. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Organize, plan, implement and control a variety of assigned programs and services to deliver direct services to students.
2. Provide direct counseling assistance and technical expertise and information to administrators and County Office personnel.
3. Lead group meetings and collaborative decision processes.
4. Interpret and apply provisions of State Education Code and various regulatory agencies.
5. Assemble and analyze data and make appropriate recommendations.
6. Plan, prepare and implement innovative actions.
7. Prepare and make clear and concise written and oral reports and presentations.

8. Provide guidance and direction to managers and other school district personnel that may concern various phases of their individual budgets and business operations and all aspects of the instructional systems, including support for students, teachers, site and district administrators.
9. Train, supervise and evaluate personnel.
10. Prepare and deliver oral presentations.
11. Prioritize and schedule work.
12. Interpret, apply and explain complex rules, regulations, policies and procedures.
13. Maintain current knowledge of program rules, regulations, requirements and restrictions.
14. Analyze complex situations accurately and adopt an effective course of action.

B. Professional Qualifications:

1. Knowledge of general personnel administration practices.
2. Organization of instructional systems which include curriculum, instruction and assessment components.
3. Principles, theories and practices of coherent curriculum, effective instructional practices, comprehensive assessments, effective professional development, and continuous school and district improvement.
4. Current accountability and instructional state initiatives.
5. Board policy development procedures and requirements.
6. Applicable sections of State Education Code and other applicable laws, rules and regulations related to assigned activities.
7. Policies and objectives of assigned programs, services and activities.
8. Principles and practices of administration, supervision and training.
9. Public speaking and group facilitation techniques.
10. Writing skills for effective communication as well as securing grants and other fund generating documents.
11. Knowledge of County Office organization, operations, policies and objectives.
12. Interpersonal skills using tact, patience and courtesy.
13. Budget preparation and control.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Advanced degree in a field related to area of specialty.
2. Administrative Credential required or other appropriate credential or certification as required by the Education Code.

B. Experience:

1. Five years of responsible professional experience at an administrative level.
2. Assistant Superintendent experience preferred.

ST: II

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