

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

ADMINISTRATOR – SMALL SCHOOL DISTRICT SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

Superintendent

ESSENTIAL FUNCTIONS:

1. Collaborates with small school districts to achieve effective learning experiences for students, including support in standards-based curriculum, development of plans associated with students' academic, social, emotional, and mental health needs, as well as plans that address opportunity gaps.
2. Coordinates collaboration meetings to provide high level of knowledge and information to district leaders regarding Education Code statutes, California Department of Education policies, California State Board of Education decisions, and Federal statutes/requirements.
3. Provides leadership, working directly with small school districts in the identification, design, dissemination, implementation, and evaluation of promising best practices for small school districts.
4. Collaborate with district administrators to assess needs, identify challenges, and develop and deliver effective solutions to enhance overall educational outcomes specific to small school districts.
5. Collaborates with internal Instructional Support Division to ensure academic rigor is supported.
6. Provide leadership in the establishment, implementation, and evaluation of the professional learning for Kern Integrated Data System customers.
7. Collaborates with External Fiscal Support department to ensure fiscal support is provided.
8. Collaborates with internal Management Consultants to ensure communication and support is provided.
9. Assists small school district leadership with day-to-day operational inquires.
10. Assist with the small school collaboratives as needed.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and best practices in curriculum and instruction, staff development and management specific to small school districts.

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 and operational practices and educational programs, which improve outcomes for learners and overall district success.
2. Ability to be creative and to make decisions based on a sound educational philosophy.
3. Ability to articulate ideas and information effectively to others.
4. Ability to build relationships and work effectively with diverse individuals and groups.
5. 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. Five (5) years of experience as a school, district, and/or site administrator.
2. Three (3) years of experience working in a small school district.
3. Successful experience in organizational change management.