

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

ADMINISTRATOR – KERN INTEGRATED DATA SYSTEM (KIDS)

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Prepare funding allocation plans, budgets, contracts, agreements for service, and maintain fiscal records.
2. Coordinate and supervise all aspects of the daily operations of the Kern Integrated Data System (KIDS) including direction, management, and planning of data systems, services, and various instructional and non-instructional activities.
3. Recruit, supervise, and evaluate certificated program specialists and professional learning coordinators who create curriculum and tools to support the use of data to guide decision making, instruction, and interventions for districts.
4. Recruit, supervise, and evaluate classified personnel as necessary.
5. Coordinate and collaborate with internal Division Administrators, Kern County District Superintendents, Regional Institutes of Higher Education, and Statewide data providers to augment and enhance the availability of reliable, real-time student data.
6. Coordinate, organize, control, and direct the vision, marketing, product management, operations, and activities of the Kern Integrated Data System department; providing data, data warehousing, and dashboard systems; and services to schools, districts, and county offices, and other agencies.
7. Provide leadership in the establishment, implementation, and evaluation of the professional learning for Kern Integrated Data System customers.
8. Direct the daily operations of the Kern Integrated Data Support team, including problem solving, staff management, system design and implementation, staff and user training, as well as hardware and proprietary software selection, acquisition, and installation.
9. Monitor legislation applicable to data usage and storage and ensure compliance to laws (e.g. CIPA, COPPA, FERPA, and HIPAA), regulations, and policies; determines and enforces security and privacy requirements as they relate to data privacy, laws industry regulations, and other applicable compliance mandates.
10. Coordinate, conduct, and evaluate professional development and in-service trainings for educational administrators, teachers, and instructional support personnel, including workshops, institutes, and technology-based training opportunities.
11. Communicate with administration, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
12. Develop proposals, new programs, budgets, and grant opportunities for the purpose of ensuring compliance with local, state, and federal regulations.

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

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 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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