

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
NEW DRAFT APPROVED FEBRUARY 2016  
RANGE: #93  
CLASSIFIED MANAGEMENT - OVERTIME EXEMPT  
CODE: 2, 6, 8**

**COORDINATOR I – CHILD AND FAMILY SERVICES  
Kern County Network for Children (KCNC)**

**DEFINITION**

Under general direction, the Coordinator I – Child and Family Services /KCNC will oversee aspects of assigned Department grants and programs; and serve as a contact for program partners.

**EXAMPLES OF DUTIES**

The Coordinator I – Child and Family Services /KCNC will develop, manage, supervise, and implement all aspects of the assigned program;

supervise and coordinate the implementation of all components of the assigned programs including budgets, contracts, personnel, professional development, data collection, reports, evaluation, site visits, and technical assistance;

serve as a key contact for all community based partners participating in the programs;

participate in statewide, regional, and local activities required of the programs;

assist and interact with the KCNC Governing Board, Executive Committee and other key committees;

participate in appropriate trainings and serve as a trainer for community based partners participating in the program;

assist in the implementation of blended funding streams including sub-contracted funds and the oversight of sub-contracts;

write competitive grant applications and proposals for public and private funds;

ensure that services are provided and funds are administered in compliance with local, state, and federal requirements, regulations, and laws;

facilitate planning processes for services, monitor outcomes, and write quarterly and annual reports;

keep accurate records of work completed by program participants and other personnel hired to support program activities;

work with site personnel to monitor work and assess needs;

facilitate program evaluation and reporting;

manage and evaluate assigned staff;

other duties assigned specific to context of position.

**QUALIFICATIONS**

Knowledge of:

Fundamental principles in quality professional development and program implementation;

child abuse and neglect and the child welfare system;

evidence-based programs and research-based practices designed to measurably improve child safety and well-being outcomes;

program implementation and evaluation.

Ability to:

Stay abreast of current trends, innovations, practices in professional development, and the assigned program requirements.

provide leadership in the development and implementation of quality professional development;

provide leadership in the development and implementation of grants and programs as assigned;

serve clients with diverse needs;

research, interpret, and prepare a variety of statistical and administrative reports and proposals;

work effectively with diverse individuals and groups;

effectively structure, organize, and systematize tasks and activities;

manage a budget with accuracy and fiscal accountability;

travel within the state to attend meetings, trainings, and other professional events.

Experience:

Three (3) years of experience in a position requiring supervision of staff;

three (3) years of experience coordinating and conducting professional development activities;

four (4) years of experience working with schools, districts, or community organizations.

Education:

Bachelor's degree required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position is overtime exempt and has a probationary period of one year.

CP: gs

2/12/16

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