

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED MAY 2023  
SALARY SCHEDULE: #88  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**ADMINISTRATOR – CHILD AND FAMILY SERVICES**

**DEFINITION**

Under the direction of the Deputy Superintendent of Instructional Services, the Administrator – Child and Family Services will provide budgetary, personnel and regulatory oversight for assigned programs and departments, including, Community Connection for Child Care (CCCC), Kern Early Stars (KES), Kern County Children's Dental Health Network (KCCDHN), and the Early Childhood Council of Kern (ECCK). This position will also participate at the Cabinet level of Administration for the elected Kern County Superintendent of Schools.

**EXAMPLE OF DUTIES**

Coordinate classified personnel services for assigned programs and departments to include recruitment, selection, and assignment of personnel;

supervise the operation of assigned programs, including budget preparation, budget control and monitoring program expenditures, administration and control of purchasing, inventory and distribution;

provide management and leadership support for all assigned programs and departments;

provide coordination with community agencies involved with assigned programs;

ensure proper administration of local, state and federal grants and contracts;

identify and pursue strategies to improve integration and systematic coordination for all assigned early learning and family service programs;

develop annual budgets with Business Office for each program;

on a monthly basis, review income and expenditures with Deputy Superintendent;

sign off on work orders and requisitions;

assign regulations to specific budgets;

act as liaison between assigned program and department staff and Deputy Superintendent;

review, analyze and provide recommendations on legislative bills that may have a direct impact to children and families;

develop, implement, interpret and assess policies and procedures for the purpose of staying in compliance with current regulations and best practices;

support and develop sustainable and collaborative projects and services with local and state organizations and funders;

identify, plan, organize and write grant proposals for the purpose of securing resources to support early learning and care programs and initiatives;

prepare reports for the purpose of demonstrating compliance with state and federal law and to communicate the effectiveness of the program;

stay abreast of current trends and best practices, anticipate and identify future needs, and develop innovative approaches to address those needs;

participate on local and statewide associations' early learning and care ad hoc and standing committees;

work with KCSOS Grants Department to write grant applications;

negotiate contracts with local and state organizations;

monitor grant reports and authorize prior to sending to funding agencies;

monitor program implementation and assure that grant objectives are met;

solicit, where appropriate, private foundation/corporate donations;

supervise assigned program and department staff throughout the County;

conduct employment interviews;

write and administer performance evaluations;

implement and conduct staff orientations and professional development;

attend and conduct staff meetings for the purpose of implementing, monitoring and maintaining program goals;

represent assigned programs and departments at community meetings;

make public presentations and act as a spokesperson as necessary;

monitor legislation that may impact assigned programs or departments;

serve as the Executive Director of the CCCC Foundation or appoint a designee to serve as Executive Director;

plan for and approve purchases of supplies, equipment and maintenance of contracts;

strategically plan and delegate work so that goals and objectives are met;

work with Research Analyst, develop and maintain statistical information on child care supply and demand in Kern County;

develop and distribute educational materials for parent, children and the general public;

perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Demonstrate knowledge of and willingness to stay abreast of current trends, innovations, and practices in all education;

Principles, methods, and procedures of organization, supervision, and employee motivation.

### **Ability to:**

Possess sincere interest in early childhood education, in children, and staff development;

work with people of all cultures;

provide leadership to committees, workshops, and various types of group meetings;

represent the Kern County Superintendent of Schools at the local and statewide level.

Experience:

Administrative experience and demonstrated ability in project and budget planning for child development and child care subsidy programs;

successful experience in managing complex budgets, with a variety of regulatory funding requirements;

successful leadership experience particularly in the area of staff management;

successful experience in grant writing and project implementation;

successful experience in supervision of program personnel;

successful experience in coordinating and working directly with parent groups, community agencies and businesses.

Education:

Bachelor's degree in Child Development, Public Administration, or related field required.

Master's or Doctorate degree preferred.

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: ac

5/5/2023

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