

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED DECEMBER 2023  
SALARY SCHEDULE: #85  
RANGE: 18.0  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**MANAGER – CHILDREN’S DENTAL HEALTH NETWORK**

**DEFINITION**

Under general direction, the Manager – Dental Health Network is responsible for executing a broad range of assignments in support of the planning, organization, coordination, and implementation of the Children’s Dental Health Network.

**EXAMPLES OF DUTIES**

Oversee the implementation of Children’s Dental Health Network, as appropriate;

promote and facilitate the expansion of high-quality early childhood oral health and accessible dental health services for children throughout Kern County, including dissemination of children’s dental health resources and materials;

attend and represent the Kern County Superintendent of Schools at appropriate State and local stakeholder meetings, conferences, and trainings;

collaborate with State and federal funded preschools, childcare providers, and school sites to coordinate pediatric dental health screening services and education;

serve on committees and collaboratives related to early childhood issues, as appropriate;

assist with implementation, coordination, and monitoring grants and contracts issued by federal, State, and local funders;

assist with the oversight of budgets and ensuring expenditures are in accordance with established guidelines set forth by federal, State, and local funders;

initiate and monitor contracts and agreements with treating pediatrics dentists;

research, organize, prepare, evaluate, and maintain a variety of quantitative and qualitative reports and program evaluations to ensure compliance of the Children’s Dental Health Network program;

prepare written and oral reports to be presented to respective agencies and stakeholders, including the First 5 Kern Commission;

maintain current knowledge of research, best practices, and standards related to children’s dental health;

recommend and assist in strategic planning and the implementation of department and division goals and objectives;

train, supervise, and evaluate the performance of assigned staff;

maintain current knowledge and best practices of leadership and management to assist employees with growth and development;

other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Budget preparation and control;

State and federal funded preschools, childcare providers, and school sites to coordinate children's dental health screening services and education, including community agencies;

trends and practices in the field of early childhood and dental health services for children;

the range of governmental legislation and source of funding that will potentially have an impact on early learning programs;

principles of child development;

HIPPA compliance measures.

### Ability to:

Demonstrate administrative skills and abilities to communicate effectively and persuasively at government, community, and public meetings;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement, and evaluate effective programs and activities;

write reports and correspondence, clearly and effectively;

work independently with minimal supervision;

maintain schedules and timelines;

attend meetings, conferences, and trainings as needed;

maintain current knowledge of research, best practices, and standards related to early childhood education and dental health services for children;

travel within Kern County and the State of California, as appropriate.

### Experience:

Three (3) years' work experience in assisting in family services, child development or community service programs.

Two (2) years' experience in employee supervision and performance management preferred.

### Education:

Graduation from a recognized four-year college or university with a degree in Early Childhood Education, Psychology, Social Work, Family Studies, Organizational Leadership, Public Administration, or related field.

### 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.

MG: ra

12/8/23

G:\Manager-Children's Dental Health Network.doc