



**ADMINISTRATOR – PROFESSIONAL LEARNING**  
Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Assistant Superintendent, Instructional Services

**ESSENTIAL FUNCTIONS:**

1. Coordinate and implement the County Office support system for LEAs including, but not limited to, delivery of professional learning and student support services, connection to resources and regulatory guidance.
  - Identify countywide trends and tailor professional learning to meet the needs of districts.
  - Coordinate with the Assistant Superintendent to hold weekly meetings with all Instructional Services Administrators.
  - Supervise Curriculum, Instruction, & Accountability (CIA), Equity & Inclusion, and College & Career Programs.
2. Prepare funding allocation plans and budgets, and maintain fiscal records regarding Professional Learning & Student Support Services.
3. Recruit, supervise, and evaluate necessary classified and certificated personnel for Professional Learning & Student Support Services.
4. Supervise the preparation of annual trainings and communications with districts related to CIA, Equity & Inclusion, and College & Career Programs.
5. Supervise the preparation of annual trainings related to effective strategies, programs, and services to improve outcomes for unduplicated pupils.
6. Develop proposals, new programs, budgets, and grant opportunities for the purpose of ensuring compliance with local, state, and federal regulations and meeting the goals of the County Office and the districts.
7. Contract with district practitioners, outside experts, and coordinate internal support staff to provide direct instructional support teams.
8. Develop and implement department standard operating procedures.
9. Stay current on issues and regulatory guidance related to CIA, Equity & Inclusion, and College & Career Programs.
10. Deliver information, resources, and training as required by the California Department of Education, State Board of Education, and California Collaborative for Educational Education.

11. Develop and manage the County Office LCAP district support resources to school districts and in the state priority areas of implementation of state standards, student achievement, pupil engagement, course access, and other pupil outcomes.
12. Develop support structures to assist departments in utilizing data to make informed decisions in planning for continuous improvement.
13. Other duties as assigned, including, but not limited to, general consultation, district coordination, CDE/SBE/CCEE compliance monitoring, UCP complaint assistance, 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 integrate technology to modify or augment professional learning and student support.
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 school reform principles, theory and instructional techniques.
8. Successful experience in organizational change management.