



ADMINISTRATOR – SCHOOL COMMUNITY PARTNERSHIPS

Certificated Job Description

IMMEDIATE SUPERVISOR:

Division Senior Cabinet Administrator

POSITION SUMMARY:

Collaborates, coordinates, and facilitates the development of Community Schools, Student Wellness, and Foster/Homeless Youth educational services by coordinating integration of site, district, county, and grant resources to recognize and respond to the structural inequities that exist in our highest need schools, and ensure that each child receives what they need to develop to their full academic and social potential in a family centered, equity driven hub, strengthened by community partnerships and comprehensive wrap around services.

ESSENTIAL FUNCTIONS:

1. Provide fiscal management and administrative leadership for programs and personnel assigned to the department as well as budget oversight.
2. Supervise the Directors within the department as well as overall program operations.
3. Oversee activities of personnel to ensure appropriate skills are maintained to adequately perform all duties required of the program.
4. Engage and support local LEAs, school, district, and county administrators in the areas of Community Schools, Student Wellness and Foster/Homeless Youth education of such programs.
5. Collaborate with other departments and divisions to ensure adequate and proper support is being provided.
6. Monitor and evaluate activities specified in each program plan.
7. Keep accurate records of work completed by program and personnel hired to support program activities.
8. Ensures compliance with District, State, Federal and County Office regulations, policies, and procedures.
9. Prepare reports, contracts, and agreements for services within the department.
10. Represent the office of the Kern County Superintendent of Schools at professional meetings throughout the county, region, and state.
11. Perform other duties assigned specific to context of position.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Demonstrate personal characteristics that are conducive to good communication and self-management.
2. Proven ability to lead and work effectively with diverse groups and individuals.
3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
4. 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.
5. 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. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development.
3. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.
4. Ability to analyze and evaluate instructional programs, including the effective use of data, data analysis, and data visualization.
5. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently in a fast-paced environment with flexibility.
6. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
7. Ability to effectively structure, organize, systematize and complete tasks and activities.
8. 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. Must hold appropriate California Teaching or PPS Credential(s).
3. Master's or doctorate degree required.

B. Experience:

1. Successful teaching experience in a general and/or special education classroom.
2. Successful administrative experience.
3. Successful experience in developing, implementing, and evaluating educational programs.
4. Successful experience in coordinating and conducting professional development activities.

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