

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2022
SALARY SCHEDULE #94
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT
CODES: 6, 8**

COORDINATOR I – INSTRUCTIONAL SERVICES PROGRAM SUPPORT

DEFINITION

Under the supervision of the Director of Curriculum, Instruction and Accountability: Humanities and Multilingual Education, is responsible for coordinating support for the various services provided to schools and districts by the department, including but not limited to Visual and Performing Arts, web-based resources, and special programs within the Instructional Services Division.

EXAMPLES OF DUTIES

Coordinate and facilitate KCSOS student events, office events, and functions as assigned;

develop and manage the student events website that includes instructional tools and resources for schools and districts;

develop partnerships that will provide sustaining resources for student demonstration of academic growth and achievement at student events and functions;

coordinate all communication with agencies, organizations, and individuals that support events;

supervise and support assigned staff;

oversee the Williams Settlement Act activities and ensure compliance with the inspection and reporting requirements;

assist in the management of the instructional resource center to include supervision and performance management of assigned staff;

prioritize workload and make adjustments as needed to meet established timelines;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Event planning and instructional support services provided to schools and districts by the Division of Instructional Services.

Ability to:

Effectively plan, support, and evaluate the activities as described above;

collaborate with other department and division staff in a professional manner and maintain cooperative working relationships;

communicate effectively with teachers, administrators, parents, and community members in writing and orally;

work effectively with administrators, parents, and teachers.

Experience:

Minimum of three (3) years of demonstrated experience working with school and district personnel, students, parents, and school community members in support of academic achievement and/or events.

Education:

Bachelor's degree required.

Master's 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: nl

10/1/24

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