

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED JANUARY 2025  
SALARY SCHEDULE #37  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**EXECUTIVE DIRECTOR – CHILD AND FAMILY SERVICES**

**DEFINITION**

Under the direction of the Deputy Superintendent of Local Initiatives and Innovation, the Executive Director of Child and Family Services will oversee the budget, personnel, and regulatory compliance for assigned programs within the department including, Community Connection for Child Care (CCCC), Kern Early Stars (KES), and the Kern County Children's Dental Health Network (KCCDHN).

**EXAMPLE OF DUTIES**

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

supervise program operations, including budget preparation, expenditure monitoring, purchasing, inventory, and distribution;

provide management and leadership support for assigned programs;

collaborate with community agencies to enhance program services;

administer local, state, and federal grants and contracts, ensuring compliance with regulations;

develop and monitor annual budgets in partnership with the Business Office and Deputy Superintendent;

approve work orders, requisitions, and assign regulations to specific budgets;

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

serve as liaison between staff, programs, and the Deputy Superintendent;

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

foster sustainable collaborations with local and state organizations and funders;

prepare compliance and effectiveness reports in line with state and federal requirements;

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

work with KCSOS Grants Department to identify, plan, organize and write grant proposals/grant applications; for the purpose of securing resources to support early learning and care programs and initiatives;

negotiate contracts with local and state organizations;

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

solicit, where appropriate, private foundation/corporate donations;

supervise, train, and evaluate staff across assigned programs;

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

represent programs in community meetings, make public presentations, and act as spokesperson when necessary;

strategically plan, oversee program implementation, delegate tasks, and ensure alignment with goals, objectives, and grant requirements.

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;

overseeing budgets with a variety of regulatory funding requirements;

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;

coordinate and work directly with parent groups, community agencies and businesses;

monitor legislation that may impact assigned programs;

monitor trends, anticipate needs, and develop innovative solutions for program advancement;

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

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

### **Experience:**

A minimum of five (5) years of management level experience in child development, childcare subsidy, or similar programs.

### **Education:**

Bachelor's degree in Child Development, Public Administration, or related field 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:rn

1/10/2025

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