

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED FEBRUARY 2025
SALARY SCHEDULE #21
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

SENIOR DIRECTOR – CHILD AND FAMILY SERVICES

DEFINITION

Under the direction of the Deputy Superintendent of Local Initiatives and Innovation, the Senior Director of Child and Family Services is responsible for the coordination and administration of: Community Connection for Child Care (CCCC) and the Kern County Children's Dental Health Network (KCCDHN).

ESSENTIAL FUNCTIONS

Coordinate classified personnel services for Child and Family Services: Community Connection for Child Care and the Kern County Children's Dental Health Network to include recruitment, selection, and assignment of personnel;

supervise operational programs for Child and Family Services Community Connection for Child Care, including annual budget preparation with Business Office, budget monitoring, administration and control of purchasing, inventory and distribution for each Child and Family Services project;

provide management support for Community Connection for Child Care and the Kern County Children's Dental Health Network;

provide coordination with community agencies involved with Child and Family Services;

attend monthly meetings with the Deputy Superintendent;

sign off on work orders and requisitions, equipment and maintenance of contracts;

act as liaison between Child and Family Services staff and the Deputy Superintendent;

identify grant sources, evaluate potential for funding and work with KCSOS Grants Department to write grant applications; negotiate contracts; solicit, where appropriate, private foundation/corporate donations;

monitor legislation that affects CCCC; monitor and authorize grant reports before submission to funding agencies, ensuring program implementation aligns with grant objectives;

write and process job applications, conduct employment interviews;

supervise CCCC staff throughout the County: approve employee vacations, monitor employee absences, tardiness, and performance to ensure duties are fulfilled, and the writing and administration of performance evaluations;

recommend/approve employee travel and conference requests;

implement staff orientations and plan, implement and attend staff meetings of Child and Family Services Divisions;

deliver public presentations, serve as the spokesperson for CCCC, and represent the organization at key community meeting when necessary;

represent CCCC at the KCSOS Division Administrator and Director meetings;

annually, plan for development of agency goals and objectives and delegate work so that agency meets goals and objectives;

working with Research Associate, 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;
oversee the publication of the CCCC newsletter and outreach efforts;
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.

Ability to:

Possess sincere interest in early childhood education, in children, and staff development;
possess adequate physical health and speaking skills, appropriate to the job responsibilities;
present himself or herself favorably, both in personality and physical appearance;
work with people of all cultures;
provide leadership to committees, workshops, and various types of group meetings;
represent the Kern County Superintendent of Schools at the statewide level.

Experience:

Administrative experience and demonstrated ability in project and budget planning for child development and child subsidy programs;

successful experience in managing multiple budgets, with a variety of funding sources;

successful leadership experience particularly in the area of staff management;

successful experience in grant writing and project implementation;

successful experience in supervision of program personnel;

successful experience in coordinating and working directly with parent groups, community agencies and businesses.

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:m

2/6/2025

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