



## **DEPUTY SUPERINTENDENT**

Certificated Job Description

### **IMMEDIATE SUPERVISOR:**

Kern County Superintendent of Schools

### **ESSENTIAL FUNCTIONS:**

1. Plan, organize, implement and control a variety of assigned programs and services for the school districts and the County Office of Education.
2. Participate as a member of Senior Cabinet and act as the Superintendent's designee as directed by the County Superintendent of Schools.
3. Serves as the negotiations lead and organizes and plans the various meetings.
4. Serves as the liaison between the Kern County Superintendent of Schools and California Collaboration of Educational Excellence (CCEE).
5. Plan, develop, organize, implement, and facilitate the Kern County Superintendent of Schools Management Academy.
6. Plan, develop, organize, and implement a county-wide Leadership Summit.
7. Provide technical expertise and information, as necessary, regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas.
8. Actively represent this office in community service programs and organizations as may be specified by the County Superintendent of Schools.
9. Actively represent this office in inter-regional, state, and national committees and task forces committed to the management, coordination, and improvement of instructional services.
10. Provide the leadership for staff members of the office to remain abreast of the latest trends, innovations and practices of public education so that these may be shared with client schools when appropriate.

### **MINIMUM QUALIFICATIONS:**

#### **A. Personal Qualifications:**

1. Theory, principles, practices, and techniques of education, including current trends and practices.

2. Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.
3. Fields for which he or she has responsibility (and in other fields as they relate) and a capacity for its replenishment and expansion.
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. Interpret the California Education Code and applicable local, state, and federal legislation.
2. Plan, organize, administer, review, and evaluate a broad educational support services operation.
3. Select, train, motivate and evaluate assigned staff.
4. Develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls.
5. Analyze complex problems, evaluate alternatives and make sound, creative recommendations.
6. Exercise sound independent judgment and initiative within established guidelines.
7. Establish and maintain effective working relationships with those encountered in the course of the work.
8. Represent the office in meetings with others.
9. Prepare clear, concise and accurate reports, correspondence, analytical studies, and other written material.
10. 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. Master's degree from an accredited college or university required.
2. Must possess a California Administrative Services Credential.
3. Doctorate degree in Education or related field preferred.

B. Experience:

1. Five (5) years successful experience as a classroom teacher.
2. Five (5) years of district or county office level administrative experience, preferably in a district Superintendent role.

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