



PROGRAM COORDINATOR – KERN INTEGRATED DATA SYSTEM (KIDS)

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Work with site and district administrators in school districts and other agencies to:
 - a. Create/support/consult Kern Integrated Data System Curriculum development, material selection and alignment with state frameworks, standards, and assessments.
 - b. Create, plan, organize, and promote various activities necessary for the implementation of Kern Integrated Data System.
 - c. Improve student performance assessment and testing.
2. Supervise and coordinate the implementation of all components of the Kern Integrated Data System.
3. Supervise and evaluate assigned classified and certificated staff.
4. Serve as the KCSOS primary contact for all professional development and coaching for Kern Integrated Data System.
5. Participate in all appropriate trainings.
6. Schedule and facilitate professional development activities related to all Kern Integrated Data System programs.
7. Serve on KCSOS committees as needed; attend county office meetings and events; and participate in various department meetings.
8. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Knowledge of fundamental principles in quality staff development, effective teaching, and curriculum development.
 2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
 3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
 4. Deep understanding of how data can drive instruction.

5. 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.
6. 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. Proven ability to provide leadership in the development and implementation of quality staff development and mentoring.
2. Proven ability to provide leadership in curriculum development and improving instructional practices.
3. Proven ability to provide leadership in data based instructional practices.
4. Ability to work effectively with diverse individuals and groups, including districts and institutes of higher education.
5. Ability to effectively structure, organize, and systematize tasks and activities.
6. Ability to articulate ideas and information effectively to others.
7. Proven ability to serve students with diverse needs.
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.
2. Master's degree from an accredited college or university.

B. Experience:

1. Successful experience in an administrative role at a school site and/or district office desired.
2. Successful teaching experience.
3. Successful experience in coordination and conducting staff development activities.
4. Experience in utilizing data to guide instructional practices.

CP: rn

4/24/2025

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Formerly Coordinator III – Kern Integrated Data System (KiDS) 2024