



CHIEF TRAINING AND ADVANCEMENT OFFICER

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Develop, design, and implement professional learning sessions focused on administration training and advancement.
2. Develop and implement countywide learning strategies.
3. Communicate with other administrators and county office personnel to coordinate activities and programs, as it aligns with office goals and grant awarded priorities.
4. Align training and advancement initiatives with countywide data.
5. Collaborate with and support new superintendents within the county.
6. Identify countywide trends and tailor professional learning to meet the needs of districts.
7. Assist other divisions and departments in the area of cohesive and custom tailored trainings as per the needs of specific LEAs.
8. Collaborate with district practitioners, outside experts, and coordinate internal support staff to provide direct instructional support teams for various administrative positions and roles within an LEA.
9. Collaborate and partner with other county office of education teams to develop and design cross county trainings and advancements as aligned with goals and data.
10. Stay current on issues and regulatory guidance related to administrative roles and expectations.
11. Deliver information, resources, and training as required by the California Department of Education, State Board of Education, and California Collaborative for Educational Education as it aligns with administration positions within LEAs.
12. Develop support structures to assist departments in utilizing data to make informed decisions in planning for continuous improvement within the administrative ranks within an LEA.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in staff development and management.
2. Willingness to abide by the rules and regulations of the Kern County Superintendent of Schools Office in a professional, efficient manner.
3. 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.
4. 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 serve as a leader in developing, promoting and improving administrative roles and educational programs, which improve outcomes for learners.
2. Proven ability to analyze situations accurately and adopt an effective course of action.
3. Ability to provide leadership in committees and special projects
4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to articulate ideas and information effectively to others.
6. Ability to build relationships and work effectively with diverse individuals and groups.
7. Successful experience as a site or district administrator.
8. Expertise in instructional leadership at the school or district level.
9. Successful experience in organizational change management.
10. Proven ability to integrate technology to modify or augment professional learning and student support.
11. 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 required.
2. Master's or doctorate degree from an accredited college or university required.

B. Experience:

1. Successful experience as an administrator in the field (District level leadership desired).
2. Successful experience related to staff management and program development.
3. Proven ability to serve as a leader in developing, promoting and improving professional learning, which improve administrative success and student achievement.
4. Proven ability to analyze situations accurately and adopt an effective course of action.
5. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs and leadership.
6. Successful experience in coordinating and conducting professional learning activities.
7. Experience that includes current knowledge of school reform principles, theory and instructional techniques.
8. Successful experience in organizational change management.

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