

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2025
SALARY SCHEDULE: #26
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 6, 8**

PROGRAM COORDINATOR – KERN INTEGRATED DATA SYSTEM (KIDS)

DEFINITION

Under general supervision, plan, organize, and coordinate activities and operations related to the development, implementation, and maintenance of the Kern Integrated Data System and similar integrated technology platforms.

EXAMPLES OF DUTIES

Develop, evaluate, implement, and monitor goals, priorities, procedures, schedules, and standards related to the Kern Integrated Data System, including, but not limited to, SQL databases, reporting platforms, and system integrations;

supervise, train, and evaluate assigned staff supporting database development, application integration, reporting, and systems integration;

guide the planning and migration of county office and client district data systems, including legacy application upgrades and modern database environments;

facilitate communication with other KCSOS departments, school district personnel, and external agencies to ensure effective use of data systems and resources;

work independently to provide advanced technical support, project management, system integration, and training for users of KCSOS data platforms, ensuring system reliability, data integrity, and user accessibility;

create project plans including milestones, timetables, and deliverables for system design, installation, configuration, user training, data migrations, and integration projects;

represent the KiDS department in meetings with other departments, school district personnel, vendors, and external agencies;

manage application databases, data warehouses, and files to meet operational requirements and reporting needs of KCSOS and district staff;

oversee system performance, security configurations, and data integrity in compliance with organizational policies and regulatory standards (HIPAA, FERPA, etc.);

facilitate problem-solving discussions and provide technical expertise to resolve complex system, database, or reporting issues;

actively promote customer service and collaborative problem resolution;

work cooperatively with KCSOS technology teams, including network engineers and application developers, to ensure the optimal performance of databases, web-based applications, and reporting tools;

coordinate and deliver training programs, workshops, and user support sessions to promote effective system use among internal staff and client districts;

collaborate with vendors and third-party partners to support system enhancements, resolve technical issues, and implement new technologies;

support local, state, and federal reporting requirements through effective data management and system integration;

provide general program coordination and oversight to ensure quality service delivery and project completion;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable data management systems, reporting platforms, integration tools, testing methodologies, and user training approaches;

database administration principles, including SQL Server, MySQL, or other enterprise-grade DBMS products;

web-based application development frameworks, data security standards, and system integration best practices;

planning, organization, and coordination of complex technology programs and system migrations;

principles of data governance, information security, and system reliability;

current trends and innovations in database management, reporting platforms, and educational technology systems.

Ability to:

Stay current on trends, innovations, and practices in data management, reporting, and system integration;

communicate effectively in public, in meetings, and in writing with technical and non-technical stakeholders;

prepare clear, concise reports, technical documentation, and presentations;

maintain cooperative relationships with internal departments, school districts, and external agencies;

analyze, define, and resolve complex system and data challenges using sound judgment and technical expertise;

oversee new system implementations, upgrades, and migrations in a timely, organized manner;

provide training, coaching, and technical guidance to staff and system users;

collaborate with district personnel, technology teams, and third-party vendors to support system reliability and user needs.

Experience:

At least four (4) years of progressively responsible experience supporting and operating data management systems, integrated applications, or reporting platforms using modern database methodologies.

Two (2) years of experience managing or coordinating system integration projects, database administration, or technical support programs in a multi-user environment.

Two (2) years of experience working with enterprise-grade DBMS products (preferably Microsoft SQL Server, MySQL, or similar).

Education:

Any combination equivalent to a bachelor's degree in computer science, information systems, management information systems, or a related field.

Additional comparable experience may be substituted for formal education on a year-for-year basis.

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 with a probationary period of one year.

CP:rn

8/7/2025

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