

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2025
SALARY SCHEDULE #85
RANGE: 22.0
CLASSIFIED MIDDLE MANAGEMENT – OVERTIME EXEMPT
CODE: 6, 8**

PROJECT MANAGER – KERN INTEGRATED DATA SYSTEM (KiDS)

DEFINITION

Under general direction, plan, organize, and coordinate project management activities related to the onboarding of school districts into the Kern Integrated Data System (KiDS).

EXAMPLES OF DUTIES

Develop, implement, and monitor project plans, schedules, and deliverables for onboarding districts into KiDS;

coordinate and manage project task assignments, estimated durations, and completion tracking using project management software;

manage vendor purchase orders (POs), contract deliverables, and expenditures in alignment with department budgets;

facilitate communication with KCSOS departments, school district personnel, and vendors to ensure effective implementation, data integration, and project success.

work independently to manage project timelines, resource allocation, task assignments, and budget tracking to support the KiDS initiative, providing leadership in project organization, team coordination, and operational efficiency;

track and report department budgets, staffing hours, and resource utilization for KiDS-related activities;

facilitate project meetings, status updates, and issue resolution with KiDS team members, vendors, and district stakeholders;

work collaboratively with the Database Specialist, Application Integration Solution Specialist, and Program Coordinator to align technical work, resource scheduling, and project milestones;

provide project management software orientation and ongoing support to the KiDS team to ensure project alignment and accountability;

oversee documentation of project activities, timelines, decisions, and system onboarding processes;

identify and mitigate project risks or delays to ensure timely onboarding and system functionality;

coordinate communication with school districts, vendors, and internal stakeholders to support successful data system integration;

ensure project compliance with KCSOS policies, data security standards, and applicable state and federal requirements;

promote customer service and collaborative problem-solving throughout the KiDS project lifecycle;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Project management principles, tools, and software;

planning, organization, and resource coordination for large-scale technical projects;

budget development, expenditure tracking, and vendor procurement processes;
data systems, system integration concepts, and technology support environments (preferred);
communication techniques for engaging technical teams, district personnel, and vendors;
data security, confidentiality, and regulatory requirements for educational technology environments.

Ability to:

Effectively plan, organize, and manage complex projects with competing priorities;
utilize project management software to track tasks, schedules, and resource assignments;
communicate clearly and professionally with technical and non-technical stakeholders;
prepare concise reports, presentations, and project documentation;
work cooperatively with internal teams, school districts, and external vendors;
analyze and resolve project-related challenges using sound judgment and collaborative approaches;
promote accountability, task completion, and resource efficiency among project team members.

Experience:

At least four (4) years of progressively responsible experience in project management or coordinating complex, multi-stakeholder initiatives.

Experience working with technology teams or data system projects preferred.

Experience managing project budgets, resource tracking, and vendor contracts is desirable.

Education:

Any combination equivalent to a bachelor's degree in project management, business administration, information systems, or a related field and four (4) years of relevant project management experience.

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

Project Management Professional (PMP) certification 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 with a probationary period of one year.

CP:rn

8/5/2025

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