

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED OCTOBER 2025
RANGE: 56.0
CLASSIFIED
CODE: 3, 7

EDUCATIONAL SYSTEMS SPECIALIST II

DEFINITION

Under general direction, the Educational Systems Specialist II is responsible for supporting complex and multi-faceted technology initiatives in school district servers and system environments. The Educational Systems Specialist II provides support to school districts served by the Kern County Superintendent of Schools with the installation, maintenance, and administration of server and systems infrastructure, both on-premises and cloud-based, in collaboration with technology personnel.

EXAMPLES OF DUTIES

Assist in the planning, implementation, documentation, and support of systems and technologies aligned to district educational initiatives;

support installation, configuration, and maintenance of Windows, Linux, and other server operating systems; assist in supporting data systems such as Student Information Systems (SIS), including user setup and troubleshooting;

help implement and maintain virtualized server environments and cloud systems technologies;

support system security protocols and assist with vulnerability assessments under the guidance of more senior staff;

assist in the automation and integration of data systems using scripting and scheduled processes;

collaborate with cross-functional teams to streamline system onboarding and automation for educational platforms;

provide help desk-level support to district users and technology staff;

help monitor system performance, backups, updates, and patch management;

document procedures, configurations, and support logs to facilitate continuity of service;

provide technical support to maintain Active Directory, Google Workspace, and/or Open Source Directory Services;

support compliance with best practices including NIST and CIS security standards;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Supporting, configuring and optimizing systems for district staff;

installation, configuration and optimization of systems in educational setting including servers, databases, and student information systems;

systems and data automation using various languages; SQL, Python and Powershell;

systems administration/support of Google, Active Directory and/or Open Source Directory Services on premises and/or in a cloud environment;

transitioning from Microsoft Access Databases to SQL Database structures;

cloud-based technologies and systems;

enterprise network functionality and fundamentals;

installation, daily operation and maintenance of Microsoft and/or based application servers;

NIST framework and CIS controls as it relates to educational systems;

MTSS, PBIS, and UDL concepts preferred.

Ability to:

Multitask in a busy environment;

plan, organize and interpret complex policies and procedures;

display strong interpersonal and leadership skills;

effectively communicate with all levels of personnel;

coordinate and facilitate group activities;

utilize critical thinking skills to perform tasks with efficiency, accuracy and attention to detail;

maintain a high level of ethical behavior and confidentiality of information;

keep abreast of new technologies and share knowledge with colleagues and end-users;

bend, stoop, crawl, reach and work overhead, lift 50 pounds;

maintain strong analytical and organizational skills.

Experience:

Must have three (3) years of experience in system administration, educational data systems, or related technology support roles.

Four (4) years of experience directly providing technology support.

Experience supporting school district technology preferred.

Previous help desk or end-user support experience preferred

Education:

An associate's degree from an accredited institution with major coursework in Computer Information Systems, Information Networking, Telecommunications, Computer Science, or a related field is required. An equivalent of two (2) additional years of relevant experience may be substituted for the degree.

Conditions of employment:

A preplacement medical assessment/health screening, at office expense, is a condition of appointment after all other required job conditions have been met.

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 has a probationary period of six months or 130 days, whichever is longer.

MG:rn

10/10/2025

G:\Educational Systems Specialist II.doc