



## **ASSISTANT SUPERINTENDENT – STRATEGIC SYSTEMS ALIGNMENT & SAFETY**

### **Certificated Job Description**

#### **IMMEDIATE SUPERVISOR:**

County Superintendent

#### **ESSENTIAL FUNCTIONS:**

1. Provide leadership and direction for strategic planning and alignment in technology systems, data integration, infrastructure, safety, emergency preparedness and continuity of operations.
2. Supervise, evaluate, and develop assigned certificated and classified employees, including management.
3. Plan, organize and direct the design, implementation and maintenance of enterprise technology systems, data platforms (including the Kern Integrated Data System), network/infrastructure, cybersecurity, safety technologies (access control, surveillance, etc.), and continuity of operations protocols.
4. Oversee and assist with the development, implementation, and evaluation of open educational resources (OER), including instructional materials, in alignment with district and state standards.
5. Collaborate with professional and community committees, organizations, institutions and other agencies at the local, state and national level to promote improved practices in education.
6. Develop, coordinate, and administer state-wide activities which promote the development of high-quality instructional materials.
7. Develop, recommend and implement policies, procedures, standards and protocols for technology, data, infrastructure, safety, emergency response, and continuity of operations.
8. Coordinate safety and security initiatives across the County Office, liaise with school districts, local law enforcement, first-responders, and emergency management agencies to ensure safe learning environments and effective response to incidents.
9. Ensure technology and data systems meet regulatory compliance (e.g., FERPA, COPPA, HIPAA, ADA) and align with County Office instructional and organizational priorities.
10. Participate as a member of the Superintendent's Senior Cabinet; advise the Superintendent regarding resource allocation, priorities, opportunities and strategies in the assigned area.
11. Direct the preparation and oversight of the annual budget for the division, manage contracts and vendor relationships, authorize expenditures and monitor fiscal performance.
12. Represent the County Office in public meetings, state and federal agencies, professional associations, and community groups regarding matters of technology, safety, infrastructure and emergency operations.

13. Provide leadership for professional development and training for staff in technology, data literacy, safety awareness, emergency response and continuity planning.
14. Monitor, analyze and respond to emerging trends in technology, data, infrastructure, and school safety; recommend program improvements and innovative solutions.
15. Perform other duties as assigned by the County Superintendent.

**MINIMUM QUALIFICATIONS:**

**A. Personal Qualifications:**

1. Possess integrity, sound professional judgement, and demonstrate leadership, collaboration, flexibility, and initiative.
2. Ability to work with diverse stakeholders including school district leaders, staff, community, and law enforcement partners; communicate effectively both orally and in writing.
3. Ability to analyze complex systems, data and operations; make sound recommendations and lead change management efforts.
4. 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.
5. 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. Instruction and curriculum development as evidenced by prior professional experiences.
2. A broad range of pedagogical skills and the ability to make decisions based on a sound educational philosophy.
3. Principles and practices of educational administration, supervision, curriculum and instruction support, technology systems, data architecture, infrastructure, cybersecurity, emergency operations and school safety frameworks.
4. Applicable sections of the California Education Code, state and federal regulations and laws relevant to technology, data privacy, infrastructure, safety and emergency management.
5. Budgeting, contract management, vendor oversight and fiscal controls in a public education setting.
6. The organization, operations, policies and objectives of a county office of education.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within in six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

8. Lead major organizational units, plan, implement and monitor goals, objectives and work standards.
9. Formulate, develop, and evaluate policies, procedures and systems supporting assigned areas.
10. Supervise, train and evaluate assigned administrative and support personnel.
11. Direct large-scale technology/data/infrastructure/safety projects and initiatives.
12. Represent the County Office in public forums and form partnerships with external agencies.
13. Prepare clear, concise and accurate written reports, correspondence and presentations.

**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. At least ten (10) years of increasingly responsible professional experience in educational administration, which includes senior management of systems, technology, data operations, infrastructure or school safety/continuity functions.
2. Successful experience in classroom teaching, preferably with populations of English learners and socioeconomically disadvantaged students.
3. Demonstrated experience in supervising senior leadership and managing large-scale organizational systems.
4. Successful experience in a supervision role at a school site or district/county office preferred.
5. Leadership in providing teachers and administrators with the skills and knowledge for effective design, implementation and evaluation of instructional programs.
6. Successful experience in coordinating and conducting professional development activities.
7. Experience that indicates knowledge of current school reform principles, theory and instructional techniques.

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