



## **EXECUTIVE DIRECTOR – FIRST 5 KERN**

### Certificated Job Description

#### **IMMEDIATE SUPERVISOR:**

As assigned

#### **ESSENTIAL FUNCTIONS:**

1. Responsible for ensuring the effective, compliant, and efficient operation of the organization in support of children ages 0–5 and their families.
2. Provides steady leadership, maintains strong fiscal oversight, and sustains key partnerships while guiding thoughtful, measured improvements aligned with community needs.
3. Implements and enforces all policies, procedures, and guidelines.
4. Provides organizational leadership to ensure efficiency and accountability.
5. Exercises sound executive judgment in adapting operations and priorities in response to evolving fiscal, policy, and community conditions.
6. Oversees agency-wide evaluation activities, including community needs assessments, data collection, analysis, reporting, and curriculum design.
7. Ensures data and evaluation findings are used to inform funding decisions, program effectiveness, and continuous improvement.
8. Evaluates the effectiveness of funded programs and services.
9. Establishes and maintains cooperative relationships with community organizations, government agencies, educational institutions, healthcare providers, childcare providers, and social service agencies at the local, regional, state, and national levels.
10. Coordinate systems of support with local, regional, and statewide LEAs/COEs by providing professional learning and student support services, connection to resources and regulatory guidance utilizing data.
11. Recruit, supervise, and evaluate classified and certificated personnel as necessary.
12. Develop, design and implement curriculum and resources for LEAs and community partners.
13. Develop, design and provide timely information and access to support services to LEAs and community partners for the purpose of implementing and evaluating instructional improvement policies, multi-tiered systems of support, procedures, and practices.
14. Interpret state and federal requirements and guidelines to LEAs, community partners, instructional personnel, school boards, and parents.

15. Coordinate, facilitate, provide and evaluate professional development for educational administrators, teachers, and instructional support personnel, including workshops, institutes and technology-based training opportunities.
16. Monitor contracts, workshops and other services to ensure the fiscal integrity of the department.
17. Represent the Kern County Superintendent of Schools and First 5 Kern Commission at professional meetings.
18. Work with professionals and community committees, organizations, and institutions and other agencies at the local, state, and national levels to promote the implementation and evaluation of highly effective programs.
19. Collaborate with legal agencies to ensure program compliance as required.
20. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in education.
2. Ability to provide leadership in committees, workshops and various types of group meetings.
3. Ability to coach and support staff for maximum productivity and effectiveness.
4. Ability to effectively communicate appropriate information to peers, staff members and the public through multiple mediums.
5. 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.
6. 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. Knowledge of principles, practices and methods of developing and delivering services and programs.
2. Knowledge of best practices in technology integration for professional learning as well as classroom instruction.
3. Knowledge of the early childhood, kindergarten readiness curriculum, family engagement, child health, and evidence-based practices that support young children and their families.
4. Ability to analyze and evaluate programs and services using fiscal, operational, demographic, and outcome data.

5. Knowledge of effective organizational leadership, strategic planning, and program implementation practices.
6. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently.
7. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
8. 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 required.

B. Experience:

1. Successful experience as an administrator in education, early childhood development, public health, social services, or a related field serving children and families.
2. Successful experience related to staff management, program development, program management, and budget preparation.
3. Proven ability to lead the development, implementation, and continuous improvement of programs, services, and resources that improve outcomes for children and families.
4. Proven ability to analyze situations accurately and adopt an effective course of action.
5. Leadership in providing staff with the skills and knowledge for effective design, implementation and evaluation of programs.
6. Successful experience in coordinating and conducting professional learning activities.
7. Successful experience in organizational change management.

MR:rn

6/23/2026

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