

## **SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, ACCESS AND ENGAGEMENT**

### **JOB SUMMARY**

Under the supervision of an Executive Director, develops, plans and delivers customized professional learning, coaching, and implementation support to promote and expand equitable and inclusive practices in districts and schools across San Mateo County; partners with educational systems in their efforts to ignite transformational change in schools; provides school and district teams with the tools and technical assistance they need to create one cohesive system that improves outcomes for all students; maintains and shares knowledge of current evidence-based practices, research, and legislation to support professional and program development.

### **ESSENTIAL DUTIES**

- Develops, plans and delivers professional learning on various topics related to system design that expands inclusive practices;
- Content curation of training resources for the San Mateo County Office of Education and districts/charter schools within San Mateo County;
- Promote student engagement by helping to implement policies and practices that strengthen relationships, foster authentic belonging, establish a culture of high expectations and presumption of competence, and provide for meaningful student access to and engagement in the general education curriculum;
- Respond flexibly to needs to support school staff and convene professional communities of practice related to topics including site leadership, MTSS, UDL, and PBIS, as arises;
- Visit sites and classrooms to observe educational activities and provide technical assistance concerning academic, behavioral, and social-emotional whole child supports;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Develop and implement strategies and training activities to enhance educational effectiveness that increases outcomes for students with disabilities, students of color, multilingual learners, and other historically underserved populations;
- Prepare and maintain a variety of records, reports, and presentations related to professional development, training, meetings, grants and assigned duties;
- Perform other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Applicable policies, procedures, laws and regulations;
- Instructional, behavioral, and social-emotional supports, strategies, curriculum, and best practices that effectively address learner variability;
- CA SUMS/MTSS initiative, PBIS, and UDL;
- Improvement and Implementation Science;

- Establish and maintain cooperative and effective working relationships with others; collaborate effectively as part of a team;

### **SKILLS AND ABILITY TO:**

- Facilitate meetings with positive outcomes;
- Monitor and evaluate implementation progress and effectiveness of services provided using specific tools and/or strategies;
- Develop and deliver high-quality professional development opportunities that address core principles of adult learning theory;
- Serve as a reference and resource to school staff, administrators, families, and outside agencies;
- Strong team player with results-driven approach;
- Exercise sound independent judgment and initiative within established guidelines;
- Establish and maintain positive and effective working relationships with diverse populations;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Operate a variety of office equipment and software;
- Communicate effectively orally and in writing.

### **REQUIRED QUALIFICATIONS**

- Master's degree and credentials in Education from an accredited college or university
- Minimum 5 years of teaching experience
- Minimum of 2 years experience in an educational leadership role, site administration preferred
- Administrative Credential

### **LICENSES AND OTHER REQUIREMENTS**

- Valid California Administrative Services Credential
- Valid California Driver's License

**WORKING CONDITIONS:** The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions.

- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops.
- Work across multiple sites.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment.
- Read a variety of materials.
- Sit and stand for extended periods of time.