

## **SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, SCHOOL CLIMATE AND CULTURE**

### **JOB SUMMARY:**

Under the direction of Executive Director, Safe and Supportive Schools, Coordinator works with districts and schools to help establish programs and initiatives that promote safe, supportive, inclusive and positive school climates. Primarily, Coordinator works to develop, promote and align social- emotional and behavioral intervention systems to create a positive learning environment and culture. Coordinator will work with school district leadership to implement youth development programs that incorporate current research and best practices with a trauma-informed and cultural humility lens. Coordinator will be an active lead and member of teams that support; Multi-Tiered Systems of Support, Positive Behavior Intervention Systems, and Social-Emotional Learning. The Coordinator will work with local districts to collaboratively implement, monitor and evaluate their goals and strategic plan in the referenced areas.

### **ESSENTIAL DUTIES:**

- Assist in the coordination and implementation of youth development programs.
- Coordinate implementation of research-based social emotional and behavioral interventions are aligned with a multi-tiered system framework.
- Design and implement staff trainings for teachers and administrators on youth development, school climate and culture.
- Partner with SMCOE staff to provide professional development for teachers and administrators on student behavioral interventions such as Restorative Practices and other evidence-based models.
- Coordinate implementation of research-based social emotional and behavioral interventions and ensure alignment with a multi-tiered system framework.
- Design, implement and evaluate professional development for teachers and administrators around school climate and student behavior models and social emotional learning.
- Collaborate cross-departmentally on SMCOE initiatives.
- Attend regional and state meetings related to school climate, and other required training.
- Fully support a commitment to equity-centered schools and classrooms, through promotion of effective practices demonstrated to eliminate the opportunity and achievement gap for students. (Students of color, English Language learners, students in low socio-economic status, students with disabilities, etc.)
- Select, train, supervise and evaluate assigned staff.
- Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- California Standards for the Teaching Profession, California Administrator Performance Expectations, and California Professional Standards for Educational Leaders.
- Elements of an effective school climate program.
- California Multi-Tiered System of Support Framework.
- Restorative Justice Practices.
- Positive Behavior Interventions Systems.

- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence.
- Available local, regional, and state resources, and applicable state laws and requirements.
- Research laws and best practices to support students with disabilities, English language learners and students in pre-K-12 settings.

**SKILLS AND ABILITY TO:**

- Prepare and deliver effective, contemporary and high-quality professional development.
- Work as part of a team.
- Communicate effectively both orally and in writing.
- Coach, mentor and support teachers, mentors and site administrators.
- Prepare and present a variety of reports and materials using appropriate technology.
- Facilitate groups in planning, problem solving and decision-making.
- Build and maintain collaborative relationships with diverse individuals and groups.
- Effectively manage multiple projects and deadlines simultaneously.
- Ability to work effectively in a team environment with staff members and managers.
- Ability to work in a team across multiple programs and initiatives.
- Initiate and negotiate contracts with school districts and community-based organizations.

**EDUCATION AND EXPERIENCE:**

- Three or more years of experience as a site administrator.
- Five or more years of teaching experience at the K-12 level.

**DESIRED EXPERIENCE:**

- Experience working with teachers and administrators in school climate endeavors.
- Experience leading district or regional and implementation of a technical assistance project with demonstrated management skills.
- Experience with curriculum design, staff development, and school improvement activities.

**LICENSES AND OTHER REQUIREMENTS:**

- Clear Administrative Services Credential
- Valid Driver's license

**WORKING CONDITIONS:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to view a computer monitor and read a variety of materials.
- Sitting or standing for extended periods of time.