

**SAN MATEO COUNTY OFFICE OF EDUCATION  
DIRECTOR, SCHOOL PROGRAMS  
EDUCATIONAL SERVICES DIVISION**

**JOB SUMMARY:**

Under the direction of an Executive Director, the Director of School Programs, will support San Mateo County Office of Education (SMCOE) student programs and SMCOE-operated school site leaders in planning and delivering high-quality educational programs for students in programs such as; Court & Community, Early Childhood, and Special Education programs. This instructional and systemic leader will help plan and support a high-quality programs that prioritize inclusive opportunities and student independence, ensure adherence to all applicable state and Federal regulations, and collaborate with partner school districts to understand and respond to service needs. The Director of School Programs will provide targeted leadership in areas including IEP/IFSP support, LCAP development, WASC accreditation, CSPP oversight, family and caregiver engagement, and the development of evidence-based assessment and instructional practices.

**REQUIRED QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education or related field applicable to the position;
- Minimum of three (3) years of experience as a site and/or district office administrator;
- Five or more years of teaching experience at the PK-12 level; Secondary experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

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

**ESSENTIAL DUTIES:**

- Assist in the oversight and management of SMCOE Student Services programs;
- Drive continuous improvement and achieve strong student outcomes, provide support in the development and implementation of evidence-based and best practices;
- Help coordinate and align professional development;
- Develop and coordinate assessments with internal and external accountability measures;
- Assist site administrators in professional growth as instructional leaders by providing ongoing coaching and mentoring;
- Supervise and evaluate school site leaders;
- Promote practices that strengthen relationships, establish high expectations, and provide for meaningful student participation;
- Collaborate with all interest holders including students, family/caregivers, teachers, administrators, support staff, school districts, and outside agencies;
- Support effective conflict resolution through mediation practices and formal dispute resolution;

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- Work collaboratively with SMCOE colleagues within and across divisions to support continuously improving student achievement and create high-quality post-secondary opportunities for all students;
- Utilize the Multi-Tiered System of Support (MTSS) framework to assist SMCOE-operated schools in aligning academic and social, emotional, and behavioral barriers to learning;
- Lead program staff to analyze a variety of data to identify barriers to learning;
- Use student and program data to identify appropriate core instructional strategies and interventions;
- Stay current with evidence-based strategies and standards related to Special Education, Title 15, Title 5 and Title 22 regulations, State preschool CSPP and CCTR licensing requirements, and other related laws, codes, regulations, policies, and procedures relating to the administration of SMCOE School Programs;
- Coordinate and/or conduct a variety of special projects, as assigned;
- Develop, manage, and monitor budgets from multiple funding sources;
- Collaborate across divisions to support and implement effective fiscal and personnel-related policies and procedures;
- Assist the Executive Director in representing SMCOE at state and regional conferences and convenings, as requested;
- Perform related duties as assigned.

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

#### **KNOWLEDGE OF:**

- Diverse student populations, especially students from vulnerable populations;
- California Special Education Task Force Report and California MTSS framework, and their implications for serving students aged 0-22;
- Evidence-based transition practices that successfully prepare students for post-secondary options;
- California State Standards and Frameworks, interpretation, and application in special education;
- Other strategies that support student learning and growth across all student populations;
- California Standards for the Teaching Profession and teacher support and evaluation strategies to enhance student outcomes.

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

- Lead change initiatives with positive results;
- Plan, implement, and evaluate curriculum and professional development standards;
- Initiate and support innovation;
- Leverage student information systems and databases to access meaningful data and provide quality reports focused on student outcomes and associated strategic goals;
- Work effectively as part of a team;
- Resolve conflicts with positive results in a timely manner;
- Communicate effectively both orally and in writing for multiple audiences;
- Work independently with little direction to meet schedules and timelines;
- Plan and monitor budgets from multiple funding sources;
- Supervise and manage personnel.

**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.

- Indoor work environment, across multiple school sites;
- Office environment: constant interruptions;
- Driving a vehicle to conduct work;

**PHYSICAL DEMANDS:**

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