

**SAN MATEO COUNTY OFFICE OF EDUCATION  
PRINCIPAL ON SPECIAL ASSIGNMENT, INCLUSIVE SERVICES**

**JOB SUMMARY:**

Under the supervision of the Associate Superintendent of Student Services, support SMCOE school administrators, certificated and classified staff members, and San Mateo County school site and district leaders to utilize evidence based instructional practices aligned with state adopted learning standards to maximize student opportunities for interacting with typically developing peers and age appropriate activities. Provide training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Support (MTSS) at the district and school levels.

**REQUIRED QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education or related field
- Administrative experience working with educational programs and services
- Experience working with Students of Color, English Learners, Students with Disabilities, and students living in poverty and supporting schools in their efforts to improve the achievement of all students
- Experience as a site administrator and/or district office administrator district preferred
- Teaching experience in special education preferred

**Licenses & Other Requirements:**

- Valid Administrative Services Credential

**ESSENTIAL DUTIES:**

- Support SMCOE Student Services program administrators in aligning curriculum and instruction with state adopted learning standards and high quality initiatives for students, ages birth to 22 years;
- Implement inclusive practices across all SMCOE learning environments as a means of developing model schools that exemplify engaged student learning and ensure student growth and success;
- Support SMCOE Student Services program administrators in the planning and implementation of professional development opportunities for certificated and classified staff on evidence based instructional practices, inclusive practices, and implementation of MTSS approach to supporting student success;
- Oversee the development and implementation of an MTSS model for the delivery of SMCOE Related Services, including development of procedures for referral, assessment, documentation, and billing;
- Serve as a liaison and coordinate communications, activities, and information with partner agencies to promote delivery of evidence based instructional practices, inclusive practices, and MTSS approach to service delivery;
- Foster collaborative relationships with both internal and external partners including the development of opportunities for SMCOE cross-divisional professional development, resources and technical assistance;

- Design and train district administrative and instructional staff on the model of inclusive education; including research, data and instructional benefits that will address the learning gaps of students with disabilities;
- Contribute to advancing the vision of student centered education in SMCOE schools that leverages the expertise of SMCOE staff and resources in order to produce successful outcomes for at risk and challenged learners.
- Supervise and evaluate the performance of assigned personnel;
- Assist in the development and preparation of annual preliminary budgets, as needed;
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Curriculum, instruction, and assessment focused on universal screening, progress monitoring and continuous classroom support for collaboration and increased learning gains for Special Education students;
- Multi-Tiered System of Support model and how to effectively implement in school settings;
- Academic and behavior interventions to support high quality instruction for all students and to meet individual student needs;
- Measurement tools for various levels of assessment; including adaptive and curriculum-based measurement;
- Oral and written communication skills;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of administration, supervision, and training;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures;
- Operation of a variety of office equipment including computers projectors and assigned software.

**SKILLS AND ABILITY TO:**

- Provide consultation and technical assistance concerning assigned duties;
- Coordinate professional development and instructional activities to support school personnel in implementing standards based instructional programs to address the achievement gap for special education students;
- Work collaboratively across divisions and teams and nurture and support collaboration in SMCOE school settings.
- Design, develop, implement and conduct training and professional development;
- Facilitate diverse groups in planning, problem-solving and decision-making;
- Prepare and deliver oral presentations;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Supervise and evaluate the performance of assigned personnel;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Evaluate and analyze complex situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;

- Prepare and maintain various records, reports and files;
- Operation of a variety of office equipment including computers, projectors and assigned software.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor work environment
- 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.