

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, COLLEGE, CAREER, AND COMMUNITY PARTNERSHIPS
EDUCATIONAL SERVICES DIVISION**

JOB SUMMARY:

Under the direction of the Executive Director of College, Career, and Community Partnerships, the Coordinator for CCCP provides cross-functional leadership and support across multiple focus areas, including Career Technical Education (CTE), Academic Counseling, Community Schools, and Community Partnerships. The Coordinator works collaboratively with schools, districts, post-secondary institutions, and industry partners to lead initiatives that advance equitable access to high-quality college and career readiness programs.

Coordinators are assigned as project leads or support leads based on departmental priorities, district needs, or grant deliverables. This flexible structure promotes interdepartmental collaboration, honoring of team's strengths, and ensures responsiveness across San Mateo County districts.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's Degree from an accredited university.
- Minimum of five (5) years of successful administrative and leadership experience overseeing educational programs and services in at least one of the following areas: academic counseling, career technical education, postsecondary advising, or school-community partnerships.
- Demonstrated success working with K-12 systems, community colleges, or industry partners.
- Pupil Personnel Services Credential and/or valid CTE credential preferred but not required.

LICENSES AND OTHER REQUIREMENTS:

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

ESSENTIAL DUTIES:

- Support family engagement initiatives, cross-sector coordination, and implementation of the four Community Schools pillars.
- Co-facilitate the Community Schools Network and maintain communications with state and regional leads.
- Assist districts in conducting needs and asset assessments to identify barriers and inform system-wide student supports.
- Establish MOUs and partnerships with community-based organizations, health agencies, and public service providers.
- Coordinate academic and college advising strategies across districts, including counselor communities of practice and access to platforms such as CaliforniaColleges.edu.
- Support implementation of financial aid and postsecondary transition requirements (e.g., AB469 FAFSA mandate).

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- Partner with San Mateo County Community College District and postsecondary institutions to expand early college credit opportunities, including dual enrollment, articulation, and course alignment.
- Communicate updates related to college systems (UC, CSU, CCC) and facilitate related training.
- Provide technical assistance and coaching to districts on CTE pathway development, quality standards, and a-g course approvals.
- Coordinate CTE Advisory and industry sector meetings to strengthen employer engagement.
- Lead or support the implementation of K12 Strong Workforce, Perkins, CTEIG, and related grants, ensuring data-driven decision-making aligned with labor market needs.
- Build regional work-based learning opportunities, including internships, job shadows, and industry- aligned mentorship.
- Manage cross-functional projects aligned to departmental and county-wide priorities.
- Support the design and implementation of grant-funded initiatives, including reporting, monitoring budgets, and coordinating deliverables.
- Use tools to track tasks, timelines, and stakeholder engagement.
- Represent SMCOE in county, regional, and statewide initiatives focused on student transitions, equity, and workforce readiness.
- Plan, organize, coordinate, and implement the educational services, training activities, instructional resources, and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement.
- Provide consultation and technical assistance concerning assigned subject or instructional area including, standards, requirements, principles, practices, techniques, and procedures.
- Design, develop, implement, and conduct training and professional development activities for faculty, staff, and administrators concerning assigned subjects or instructional areas.
- Prepare and deliver oral presentations.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Ability to understand, lead, and integrate initiatives across domains, including college and career advising, CTE standards, community school frameworks, and workforce development.
- Experience supporting postsecondary transition and career exploration initiatives for underserved students.
- Ability to plan and lead professional development, community convenings, and interagency meetings.
- Strong skills in program coordination, stakeholder engagement, data use, and project management.
- Proficiency with data systems, labor market information, and program evaluation.
- Familiarity with or experience in cooperatively managing grant deliverables and compliance requirements (e.g., Perkins, K12 SWP, CCSPP).
- Facilitate groups in planning, problem-solving, and decision-making.

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- Collaborate with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject or instructional area in local school districts.
- Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards, and instructional strategies.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Be adaptable and innovative, comfortable with shifting priorities and capable of piloting new ideas or approaches aligned to departmental goals.
- Be self-starters who can independently manage their time and take initiative.
- Anticipate barriers before they arise and develop proactive solutions to reduce long-term challenges.
- Approach work with a solution-oriented lens, actively engaging in problem-solving when needs, issues, or inefficiencies are identified.
- Thrive in collaborative environments, working seamlessly across departments, districts, and external partners with a spirit of shared leadership.
- Show strength in oral and written communication skills.
- Show strength in interpersonal skills using tact, patience, and courtesy.
- Be accountable team members who follow through on commitments, communicate clearly, and align their actions to the shared vision of equity and access.

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

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Read printed matter and computer screens.
- Ability to sit for extended periods of time, stand, stoop, bend, and walk.
- Perform lifting, pushing and/or pulling objects which normally does not exceed 50 pounds and is an infrequent aspect of the job.
- Hearing and speaking to communicate within a normal range, give directive to small or large groups of people and exchange information in person and on the telephone.