

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

**JOB SUMMARY:**

Under the direction of Director, School Programs, support the referrals, intakes, educational operations, and transitional support activities for students enrolled or transitioning from a San Mateo County Office of Education School Program. This position will utilize implementation and improvement science, data synthesis, lead professional development, and facilitate Professional Learning Communities (PLC's) within our school programs.

**REQUIRED QUALIFICATIONS:**

**EDUCATION & EXPERIENCE:**

- Experience working with and supporting students of color, English learners, students with disabilities, and students living in poverty in their efforts to improve educational outcomes
- Familiarity with the unique challenges and needs of youth in the juvenile justice system
- Experience as a site administrator and/or district office administrator in a middle or high school preferred

**LICENSES AND OTHER REQUIREMENTS:**

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

**ESSENTIAL DUTIES:**

- Develop and implement processes and procedures to best meet student needs, particularly around the smooth and cohesive transition in and out of SMCOE School Programs;
- Measure program and process effectiveness through data analysis, and utilize Improvement Science principles to implement change in response to data analysis to improve services;
- Provide regular updates, reports, and documentation on the progress and outcomes of students enrolled in SMCOE School Programs;
- Facilitate, develop, and monitor a variety of student plans including 504 plans, Student Study Team (SST) plans, Individual Learning Plans (ILP), and rehabilitation plans and make decisions related to student services and supports;
- Collaborate and act as a point of contact with district and community partners that specialize in at-risk youth services to plan, coordinate, and organize student events and activities focused on reducing recidivism;
- Support the refinement of referral, enrollment, and exit procedures/policies with local districts;
- Support students and staff with the procedure and progress of the student PBIS programs;
- Collaborate and coordinate communication with the Probation Department personnel, SMCOE staff and outside organizations to manage activities and programs, resolve conflicts and exchange information in support of students' educational, attendance, behavioral health, and/or medical needs;
- Provide technical expertise, information, and assistance to the Director, School Programs and site Principals;

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- Assist in the coordination and delivery of professional development and PLC activities and for staff that enhance understanding of effective educational and transitional support practices;
- Coordinate, participate in, and conduct a variety of meetings in committees as assigned;
- Maintain current knowledge of educational methods, practices and standards related to assigned programs as well as related laws, codes, regulations, policies and procedures;
- Perform related duties as assigned.

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

#### **KNOWLEDGE OF:**

- Curriculum standards and instructional strategies including interpretation and application in assigned programs;
- Principles and practices of supervision, teacher evaluations, and training;
- Behavior supports, interventions and other models for positive school climate, e.g., trauma-sensitive schools, Restorative Practices, Data-Driven Student Incentive Programs, etc.;
- Relevant legislation and policies impacting youth in the juvenile justice system;
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students;
- Historically underserved groups; special education, multilingual learners, and those attending alternative education settings

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

- Lead innovative change initiatives with positive results;
- Plan, implement, and evaluate curriculum and professional development standards;
- Leverage multiple data points focused on student outcomes and associated strategic goals;
- Work both independently and as part of an effective team;
- Resolve conflicts with positive results in a timely manner;
- Communicate effectively both orally and in writing for multiple audiences;
- Supervise and manage personnel.
- Operate a computer and assigned office equipment;

**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:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens

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- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone