

**SAN MATEO COUNTY OFFICE OF EDUCATION
ADMINSTRATOR, CURRICULUM AND INSTRUCTION SERVICES**

JOB SUMMARY:

Under the direction of an assigned administrator, plan, organize, and develop workshops, coordinate and direct a variety of programs and services for school districts in the County including comprehensive standards, curriculum, assessment, staff development and special projects; hire, train, supervise and evaluate the performance of assigned professional, management, technical and clerical staff.

ESSENTIAL DUTIES:

- Oversee and direct CCSS curriculum, instruction, and assessment services including curriculum development, implementation, assessment and evaluation in all core content areas;
- Oversee and direct subject matter content training including curriculum development, implementation of the CCSS, use of curriculum aligned to the standards, research-based instructional strategies, assessment/alignment with the *California State Frameworks and California Standards for the Teaching Profession*, and training evaluation;
- Oversee special projects; secure grant funding for special programs; direct special programs;
- Facilitate county level “job alike” meetings;
- Provide leadership, cognitive and technical coaching to schools and districts in an effort to promote high performing schools and leaders;
- Hire, train, prioritize and assign work, and supervise assigned professional, and clerical department staff; supervise and evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;
- Provide overall direction and technical expertise, information, and assistance to SMCOE management, school districts, State personnel, teachers and other clients regarding curriculum instruction, professional development, assessment, special projects and other matters; advise the Deputy Superintendent of unusual trends or issues and recommend appropriate corrective action;
- Provide assistance to identified school/district and/or program improvement schools/districts in comprehensive needs assessment, coordinated school wide planning, professional development, and implementation of systemic and/or research based school improvement/school change efforts;
- Facilitate training for school and district leadership teams in school wide improvement strategies; training to promote related parent involvement; coordination of improvement efforts into one comprehensive school plan;
- Direct and participate in the formulation and implementation of Departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services; control modifications and revisions to policies and timelines;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files;
- Represent the Department at meetings, conferences, workshops and other activities; develop and deliver oral and written reports, recommendations and other presentations to committees, agencies, boards, and others; serve as liaison for the County Office and school districts with outside agencies and the State on a variety of issues and maintain collaborative relationships

- with other departments;
- Communicate with administrators, school district personnel, State representatives and others to coordinate activities and programs, resolve issues and conflicts, and exchange information;
- Oversee the operations and staff of the curriculum specialists in core content areas, STEM Center, and support staff;
- Oversee the operations of the San Mateo County Office of Education's residential Outdoor Education Program at Jones Gulch;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of CCSS standards and curriculum development, implementation, assessment/alignment, and evaluation;
- Development and implementation of current principles, practices, methods and techniques of educational reform, program development, instruction and assessment;
- Current instructional techniques and materials, CCSS, curriculum frameworks, materials;
- Budget preparation and control;
- Facilitation and staff development;
- Principles and practices of administration, supervision and training;
- Policies and objectives of assigned department programs and activities;
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;
- SMCOE organization, operations, policies and objectives;
- Interpersonal skills to include collaboration, team building, and decision-making;
- Oral and written communication skills;
- Public and private funding sources and grant writing techniques;
- Thorough working knowledge of ESSA, including district and school program improvement.;
- Thorough working knowledge of effective administrative practices, techniques and principles;
- Thorough working knowledge of the research, practice, and theory regarding systemic school and district change;
- Extensive knowledge and experience in analyzing, manipulating, and effectively presenting school data;
- Effective leadership and supervision practices;
- Demonstrated effective oral and written communication skills including ability to present the required knowledge to others;
- Demonstrated strong organizational skills;
- Knowledge of state and federal categorical programs.

ABILITY AND SKILLS TO:

- Plan, organize and coordinate large scale state-funded projects, comprehensive curriculum, assessment, instruction, development, comprehensive evaluation activities and special projects;
- Coordinate and deliver staff development workshops for schools and districts;
- Effectively observe and analyze instructional strategies and techniques;
- Work with schools and districts which enroll diverse student populations (e.g., migrant, ethnic or racial minority, English-language learners, students with disabilities, and/or neglected and

delinquent students, among others);

- Use technology related tools used to prepare comprehensive reports including data spread sheets;
- Train, supervise and evaluate the performance of assigned staff;
- Prioritize and schedule work;
- Prepare, administer, monitor and control workshop budgets;
- Interpret, apply, explain, and enforce rules, regulations, policies and procedures;
- Maintain current knowledge of program rules, regulations, requirements, and restrictions;
- Analyze situations accurately and use sound judgement to adopt an effective course of action;
- Resolve conflicts effectively in a timely manner;
- Meet schedules and timelines;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports;
- Prepare and deliver oral presentations;
- Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Master degree in education or related field;

Any combination equivalent to five years of administrative and leadership experience in curriculum, professional development, site administrator (preferably as a principal) and/or district leadership.

Licenses and other Requirements

Valid teaching credential

Valid Administrative Services Credential

California driver's license

Physical Abilities:

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