

**SAN MATEO COUNTY OFFICE OF EDUCATION  
ADMINISTRATOR, SPECIAL EDUCATION AND INSTRUCTION, STUDENT SERVICES**

**BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Student Services, the Administrator, Special Education and Instruction, 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 with identified disabilities, age 0-22 years. This instructional leader will help plan and support a high quality instructional program that prioritizes 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 Special Education Administrator will provide targeted leadership in the areas of IEP/IFSP support, positive family engagement, and development of evidence-based assessment and instructional practices.

**REQUIRED QUALIFICATIONS**

**EDUCATION AND 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 OR OTHER REQUIREMENTS:**

- Valid California Administrative Services Credential required, or the ability to obtain one
- Current 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 stakeholders including students, parents, teachers, administrators, support staff, school districts, and outside agencies;
- Support effective conflict resolution through mediation practices and formal dispute resolution;
- 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 in order 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 and related laws, codes, regulations, policies, and procedures;
- 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;
- Represent SMCOE at state and regional conferences and convenings;
- Other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE OF:**

- Diverse student populations, especially students from vulnerable populations, including students with low incidence or moderate to severe disabilities;
- California Special Education Task Force Report and California MTSS framework, and their implications for serving students with disabilities;
- Evidence-based transition practices which 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;
- State and federal funded programs and requirements governing special education.

### **SKILLS AND ABILITIES 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:**

- Indoor work environment

### **PHYSICAL DEMANDS OF THE JOB:**

- 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.