SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, DISTRICT IMPROVEMENT AND SUPPORT, SPECIAL EDUCATION

JOB SUMMARY
Under the direction of the Director of District Improvement and Support, support the planning, organization, coordination and implementation of the SMCOE Local Control Accountability Plan (LCAP) yearly planning and approval process. Provide consultation and support for goals and actions for Students with Disabilities. Provide differentiated assistance to districts related to the development and analysis of actions and services designed by school districts to improve outcomes for students in the LCAP. Use improvement science principles and practices to develop and monitor the implementation of school districts’ goals and actions. Collaborate with SMCOE team members across divisions.

QUALIFICATIONS
Licenses & Other Requirements:
- Valid Administrative Services Credential
- Master’s degree in education or related field
- Extensive background and studies in Special Education

Desirable Qualifications:
- Minimum of three years administrative experience
- Experience in writing LCAPs, data analysis and program evaluation
- Experience in program design and implementation for Students with Disabilities, English Learners, Low Income and Foster Youth
- Experience with Multi-tiered System of Support (MTSS), PBIS, and UDL

DUTIES/RESPONSIBILITIES
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning LCAP, the California School Dashboard, Common Core State Standards and Smarter Balanced Assessments;
- Serve as a resource to help districts use student achievement data for continuous improvement including monitoring implementation;
- Work closely with the Center for Learning Analytics (CLA) to design and deliver high quality program evaluation, Data Literacy Modules and ongoing grant development;
- Plan, organize, coordinate and implement the training activities, instructional resources and support functions for local school districts to enhance student learning and achievement, with a particular emphasis on Students with Disabilities, English Learners, Foster Youth and Low Income students;
- Monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students;
- Work in collaboration with SMCOE staff to develop and disseminate training modules on the LCAP, California School Dashboard, Smarter Balanced Assessments (SBAC), Improvement Science, and Data Literacy;
- Team across SMCOE divisions including Budget, Student Services, SELPA and HR in service of county school districts;
- Support the successful oversight of County Office grants and program evaluation;
- Provide project management for assigned projects including maintaining budgets and supervising staff, as required;
- Supervise and evaluate personnel; assign duties and review work for accuracy, completeness and compliance with established standards and procedures;
- Work cooperatively with County Office of Education and district staff on interagency projects;
- Develop and maintain collaborative relationships with colleagues at state, regional and local agencies;
- Facilitate a wide variety of meetings and group processes in high stakes areas including having facility with a range of facilitation models and experience and expertise in facilitating reluctant and resistant groups;
- Maintain current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies and procedures, with a particular emphasis on understanding the needs of the “unduplicated pupils”, as named in the LCAP;
- Assist in the development and preparation of annual preliminary budgets for assigned projects and programs;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences;
- Perform related duties as assigned.
KNOWLEDGE/SKILLS/ABILITIES
Knowledge of:
- Components of LCAPs, approval criteria, and the process of continuous improvement;
- Implementation and improvement science;
- Use of data for continuous improvement at the district and site level;
- Best practices in culture and climate including PBIS;
- Applications of Multi-tiered System of Support (MTSS) and UDL;
- Components of program evaluation, with a particular emphasis on programs serving English Learners, foster youth and low income students;
- Principles, theories, standards, practices, strategies and use of standards-based materials, intervention programs and best practices in accelerating student learning and achievement, especially for students of color, English learners, foster youth, students with disabilities and students living in poverty;
- Have a deep understanding of the achievement gap, role of equity in schools and districts, the impact of institutional racism and what effective schools do to counteract the negative effects of same;
- Practices, procedures and techniques involved in the development and implementation of effective professional development activities, with particular emphasis on professional learning communities;
- Current research and best practices on instructional techniques and strategies related to Common Core State Standards, Smarter Balanced Assessments (SBAC), and other components of the CA Dashboard;
- Policies and objectives of assigned programs and activities;
- Basic budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures;
- Public speaking techniques.

Ability to:
- Instruct educators and administrators on the effective use of data at the classroom/district level for the purpose of continuous improvement;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in local school districts;
- Design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators;
- Work effectively as part of a team with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations;
- Communicate effectively both orally and in writing; prepare and deliver effective written and oral presentations;
- Conduct oneself in a professional manner using tact, patience and courtesy;
- Analyze situations accurately and adopt an effective course of action;
- Resolve conflicts effectively with positive results in a timely manner;
- Meet schedules and time lines;
- Work independently with little direction;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Prepare and maintain various records, reports and files;
- Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment.

PHYSICAL DEMANDS OF THE JOB,
- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.