

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, LEADERSHIP AND ADMINISTRATOR SERVICES**

JOB SUMMARY:

Under the direction of the Administrator, Curriculum and Instruction Services, the Coordinator will coordinate and oversee the coaching-based Tier II Credential induction program for administrators (ACT II) that is grounded in the California Professional Standards for Educational Leaders (CPSELs) and 21st century leadership skills. The Coordinator will also provide professional development and support to administrators in the implementation of the Common Core standards and Smarter Balanced Assessments.

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 experience as a site and/or district office administrator
- Five or more years of teaching experience at the K-12 level

HIGHLY DESIRED QUALIFICATIONS:

- Experience in coaching administrators

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid California Administrative Services Credential
- Valid driver's license

ESSENTIAL DUTIES:

- Coordinate and oversee the coaching-based Tier II Credential induction program for administrators (ACT II);
- Design, deliver and evaluate professional development for administrators and district leaders;
- Provide training, support and resources related to Common Core Content Standards and Smarter Balanced Assessments;
- Assist participating administrators, advisors and district liaisons with induction and credentialing requirements;
- Develop, conduct, analyze and interpret evaluation results of program participants to determine participant needs and implement program changes in response to results;
- Attend meetings and other required training;
- Assist in the development, management and monitoring of budgets;
- Support fully a commitment to ensuring significant improvement in the achievement of students of color, students living in poverty and English Learners;
- Select, train, supervise and evaluate assigned staff and coaches;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Elements of an effective administrator induction program;
- California Professional Standards for Educational Leaders (CPSELs)
- 21st century leadership skills
- California's Common Core State Standards and accountability requirements;
- Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence;
- Policies and objectives of assigned programs and activities;
- Applicable laws, codes, regulations, policies and procedures;
- Program development and organizational change;
- Basic budget preparation and control.

SKILLS AND ABILITY TO:

- Build and maintain collaborative relationships with diverse individuals and groups;
- Coach, mentor and support teachers, support providers and site administrators;
- Facilitate groups in planning, problem solving and decision-making;
- Provide consultation and technical expertise for related work;
- Manage personnel, budgets and logistics efficiently and effectively;
- Supervise, evaluate and develop staff;
- Demonstrate tact, patience and courtesy at all times;
- Resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Communicate effectively orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor work environment
- Position requires travel to different sites

PHYSICAL DEMANDS:

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