

San Mateo County Office of Education Coordinator, Academic Counseling

Under the assignment of the Executive Director, College, Career & Secondary Education, the Coordinator of Academic Counseling will provide leadership in academic advising across San Mateo County for K - 12 counselors, which includes public, private, charter, alternative, continuation, and the San Mateo County Office of Education Court and Community programs. The Coordinator will work with those involved with guiding students in four-year high school course planning, college and career introduction, awareness, exploration, career technical education (CTE) pathways and future transitions for students to employment, the community college district and four year colleges.

The Coordinator for Academic Counseling will

- Manage and support a community of practice for academic counselors and college and career readiness school staff across San Mateo County; support wellness counselors as needed.
- Provide partnership and alignment between the K-12 school system in San Mateo County and the San Mateo County Community College District through meetings, collaboration, analyzing and sharing data, supporting enrollment solutions, and attending college, career and CTE meetings with a lens for implications for secondary students
- Assure that all students are meeting the FAFSA requirement specified in [CA Ed Code 51225.7](#) as a result of AB469.
- Attend annual conferences and trainings to learn about updates to the UC, CSU, Community College and private college systems and UC Portal in order to communicate broadly to school staff across San Mateo County
- Continue to develop access points to college and career planning platforms and curriculum for students for all secondary students such as Career Zone and California Colleges.
- Assist in the creation and finalization of memorandum of understanding documents.
- Work as part of the College and Career Readiness Team to provide better outcomes for students across San Mateo County.
- Attend occasional meetings with the Adult Education committee in San Mateo County to learn about and share information related to new opportunities for high school students.
- Using information from a varying resources, present to a variety of stakeholders on all College and Career data on San Mateo County students
- Work as the San Mateo County Office of Education liaison for the California Colleges Guidance Initiative (CCGI)
 - Ensure all San Mateo districts and students are utilizing the California Colleges Platform
 - Support strategic thinking and decision making as districts integrate their student information systems with the California Colleges platform
 - Assist in being a thought partner to those who are in the year-long process of bringing California Colleges to their students
 - Provide answers to questions from local districts about the platform capabilities

- Schedule trainings and professional development opportunities with the California Colleges team on behalf of the needs of county school staff
- Collect and review data compiled through the California Colleges Guidance Initiative (CCGI)
 - Sort and map student data
 - Methodically review data to find systemic issues that either hinder students' access to entry or prevent completion of CTE pathways in San Mateo County
 - Consider equity data as a driving goal for making improvements to systems
 - Review annual data for improvement recommendations

Knowledge, Skills, Ability

- Understand high school counseling requirements for graduation, credits, college entrance requirements, transcripts, course sequencing, master scheduling, etc.
- Hold a strong grasp of current college and career foundational knowledge
- Be aware and focused on the complexity of Career Technical Education and pathways
- Have experience as a high school counselor
- Have experience in leadership in a high school or district-level position
- Have experience leading groups, leveraging knowledge and building consensus and a willingness to present to small and large groups in a virtual setting and in person
- Believe in the shared goal of equity work in San Mateo County
- Have foundational understanding of how data moves through the K - 12 systems
- Have the ability to use or learn technology tools such as:
 - Office Suite
 - Google Suite
 - Distance Learning and Communication Platforms - Such as Zoom
 - UC Portal, Naviance, California Colleges
 - Student Information Systems - Such as Aeries
 - Management and Organizational platforms - Such as Trello, Airtable

Working Conditions:

Environment: Indoor working environment Driving a vehicle to conduct work
Some remote work flexibility allowed per SMCOE 'agreements' for managers

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

Requirements:

- Pupil Personnel Services Credential and Administrative Services Credential
- Or, Current Administrative Services Credential with Experience in a High School Counseling Setting
- 5+ Years in Leadership Roles in Academic Counseling Services at the Secondary Level