

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, COACHING & IMPLEMENTATION SUPPORT, EDUCATIONAL
SERVICES DIVISION**

JOB SUMMARY:

Under the supervision of the Executive Director, Special Education and Instruction, provides coaching, planning, and support to community programs, districts, and charter schools to develop an effective continuum of support services for children with diversified needs, preschool to postsecondary; maintains current evidence-based practice and information to support the professional development of coachees.

ESSENTIAL DUTIES:

- Monitor the effectiveness of coaching, on-site support, and ongoing technical services to districts/charter schools in San Mateo County
- Provide training and implementation support in the adaptation of curriculum, instructional strategies, and other delivery of services to meet the needs of students with diversified needs
- Develop resources and materials for teachers, administrators, programs and districts/charter schools based on the needs identified through these venues and data from evaluations
- Assist with monitoring the effectiveness of special education supports
- Provide classroom observations, on-site coaching visits, and phone consultations
- Visit sites and classrooms to monitor educational activities and provide technical advice concerning assigned subject or instructional area and related services
- Promote student engagement by helping to implement policies and practices that strengthen relationships, establish high expectations, and provide for meaningful student access to and engagement in the general education curriculum
- Respond flexibly to needs to support school staff and convene professional communities of practice related to special education, as arises
- Attend and participate in a variety of meetings, task forces, seminars, in-services, and conferences as directed
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to increasing outcomes for students with diversified needs
- Prepare and maintain a variety of records and reports related to professional development, training, meetings, grants and assigned duties
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable policies, procedures, laws and regulations

Coordinator, Coaching & Implementation Support

- Instructional strategies, curriculum, and evidence-based best practices effective with students with diversified needs
- CA SUMS/MTSS initiative
- Guidance principles, practices and concerns related to children with diversified needs
- Community and local government referral agencies

Skills and abilities:

- Operate a variety of office equipment and software
- Establish and maintain cooperative and effective working relationships with others
- Collaborate effectively as part of a team
- Facilitate meetings with positive outcomes
- Monitor and evaluate implementation progress and effectiveness of services provided
- Develop and deliver high quality coaching and implementation support opportunities
- Serve as a reference and resource to parents, school staff, administrators, and outside agencies

EDUCATION AND EXPERIENCE:

- Bachelor's degree in job-related area
- Master's degree in job-related area
- Five (5) years of job-related experience in Special Education
- Administrative Credential
- Minimum of two (2) years of experience in an educational leadership role
- Experience in leading data-driven decision-making
- Experience providing instructional coaching to adults highly desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- Valid Special Education Credential
- Valid California Driver's License

WORKING CONDITIONS:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

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