

SAN MATEO COUNTY OFFICE OF EDUCATION

TITLE: Coordinator, Expanded Learning and Community Partnerships (Certificated)

BASIC FUNCTION

Under the direction of the County Superintendent and the Associate Superintendent, Educational Services, the Expanded Learning and Community Partnerships Coordinator position is a three-year, grant funded opportunity. This coordinator will perform a variety of specialized duties that develop, align, and support expanded learning opportunities and partnerships among local schools and school districts, community partners, and the San Mateo County Office of Education (SMCOE). The coordinator will work closely with existing SMCOE programs such as Safe and Supportive Schools, Environmental Literacy and Sustainability, Equity, Social Justice, and Inclusion, and College and Career Readiness among others, to connect and develop formal and informal community-based partnerships that offer expanded learning and community and civic engagement experiences for students.

The National Commission on Social, Emotional, and Academic Development (SEAD), drawing upon research and best practices, indicates the importance of partnerships between community programs- including expanded learning providers- and schools, recognizing that learning happens both in and outside of school settings. By forging stronger partnerships, schools and expanded learning partners can better address the immediate needs of students and achieve the goals of a restorative restart for school communities as we reimagine and rebuild from the multiple crises of pandemic, climate change, and social unrest in pursuit of racial justice.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES

- Develop partnerships between schools and community-based organizations to support engaging and enriching expanded learning for all students
- Develop and maintain regional communication networks for a variety of content areas and affinity groups
- Support increased access to expanded learning experiences that leverage the lived experiences of young people as well as local resources of community neighborhoods
- Provide integrated, cross-system support to coordinate opportunities for young people to learn and develop
- Provide technical support to districts and schools in developing and implementing plans for integrating hands-on community-based education experiences for all students at every grade level

- Research, identify, and address systemic barriers that inhibit access to community resources and opportunities that elevates the voices of community stakeholders, including students, families, representatives from community-based organizations, and neighborhood representatives
- Review and analyze county-wide data regarding access to expanded learning opportunities with community based partners; synthesize findings and research for multiple stakeholders and keep data and analysis of community conditions and resources updated on an annual basis.
- Assist in the modification of scope and sequence planning templates, guidelines, MOUs, and any other documents necessary for achieving core partnerships
- Support the communication and collaboration with school sites and community partners to coordinate support services (i.e. site audits, educational programs and training, and tracking and monitoring progress), and resolve issues or concerns
- Monitor and evaluate efforts, and provide appropriate and timely follow-up with both districts and community based partners
- Review and evaluate efforts across sites and districts to capture best practice case studies that can be shared with other sites and districts across the county
- Identify, research, and apply for grant funding and other funding mechanisms to support and strengthen the ability of schools and communities to sustain strong partnerships
- Perform related and other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- General principles and theories of TK-12 education, including elements of safe and supportive schools, trauma-informed practices, environmental sustainability education, outdoor education, civic engagement, project-based learning, and youth development
- Practices, procedures, and techniques involved in coordinating, assessing, and implementing strategic planning
- Data tools, record keeping, and report preparation
- Applicable laws, codes, regulations, policies, and procedures related to assigned activities
- Interpersonal skills using cultural humility, tact, patience, courtesy, and skills that ensure positive community relations
- Oral and written communication skills

ABILITY TO:

- Work as a productive team member and collaborate with multiple partners and stakeholders
- Establish and maintain standard practices and procedures for receiving, managing, accounting and processing requests related to programs

- Perform a variety of specialized duties involving coordinating, planning, and serving as a liaison between formal and nonformal/informal agencies
- Conceptualize, initiate, monitor, and evaluate new and/or current programs;
- Work under time constraints;
- Represent the County Superintendent and the County Office of Education and its programs with the community
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Review, monitor, and evaluate progress on goals, and capture best practices
- Work independently with little direction

EDUCATION AND EXPERIENCE

Five or more years of successful experience as an administrator and/or school leadership-related position

LICENSES & OTHER REQUIREMENTS

Valid Administrative Services Credential or meet the criteria and enrollment in a Preliminary Administrative Services University Internship Program

Valid California Driver's license

WORKING CONDITIONS

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of material, view a computer monitor, and conduct site level audits

Sitting, standing, walking for extended periods of time