

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COORDINATOR, SPECIAL EDUCATION AND INSTRUCTION**

**JOB SUMMARY:**

Under the supervision of the Director, Special Education and Instruction, develops, plans and delivers professional development on various topics related to improving outcomes of students with IEPs and early care environments for preschool to transition aged students; maintains current evidence-based practice and information to support professional development.

**ESSENTIAL DUTIES:**

- Develops, plans and delivers trainings on various topics related to supporting students with disabilities from preschool to postsecondary; maintains current evidence-based practice and information to support trainings
- Content curation of training resources for the San Mateo County Office of Education and districts/charter schools within San Mateo County
- 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
- Visit sites and classrooms to monitor educational activities and provide technical advice concerning assigned subject or instructional area and related services
- 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 disabilities
- Prepare and maintain a variety of records and reports related to professional development, training, meetings, grants and assigned duties
- Perform other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Applicable policies, procedures, laws and regulations
- Instructional strategies, curriculum and best practices effective with students with special needs
- CA SUMS/MTSS initiative

- Guidance principles, practices and concerns related to children with special education needs
- Community and local government referral agencies

**Skills and abilities:**

- Operate and 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 professional development 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

**LICENSES AND OTHER REQUIREMENTS:**

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

**WORKING CONDITIONS: ENVIRONMENT:**

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

**PHYSICAL ABILITIES:**

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