

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EVENTS SPECIALIST, SPECIAL OLYMPICS

JOB SUMMARY

Under the direction of an assigned SMCOE Student Services supervisor and in collaboration with three regional school district leads, (San Mateo Special Olympics Leadership Council) the Event Specialist will understand and model the philosophy of the Special Olympics Schools Partnership Program to create a culture of inclusion and foster understanding in schools and communities. The Special Olympics program is for all students with an IEP (Individualized Education Plan) aged 3 to 22 years, but the work includes Unified Sports and Whole School Involvement activities that provide opportunities for all students to be included.

Working collaboratively with the County Office of Education, the SELPA, school districts, Special Olympics, and community partners, the Event Specialist will plan and manage all aspects of the Special Olympics program in San Mateo County and will serve as the point of contact for coaches, volunteers, and staff. The Events Specialist will schedule the calendar of activities, facilitate communication and public relations, gather and report data and outcomes, coordinate leadership meetings, and support events.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

- Work cooperatively with the San Mateo Special Olympics Leadership Council comprised of three school district leads representing north, central, and south regions of the county, to ensure smooth operation of all special events and athletic contests from planning through successful execution;
- Promote and engage San Mateo County students in Special Olympics events and develop a lifelong connection to the Special Olympics mission and community;
- Promote, support and assist in ensuring schools participate in Whole School Involvement activities involving all students in inclusive events on their campus;
- Provide support and assistance to site teachers, paraeducators, and other staff in promoting and planning activities, including scheduling events and practices and helping train new teachers;
- Ensure that resources and coordination efforts are applied equitably across the county and encourage and engage nonparticipating schools or districts;
- Plan and organize a variety of activities representing different sports and types of events, including implementation of Unified Sports strategies and other events that foster whole school involvement;
- Communicate and collaborate with school district and community partners to coordinate activities, share information, anticipate conflict, and problem solve;
- Recruit, train, and organize community volunteers to assist with competitions and skill days; ensure that volunteers have the proper training and are prepared for their responsibilities;
- Develop and manage a budget that ensures all athletes have access to appropriate equipment, facilities, and transportation at no cost to the individual student athletes; provide monthly budget reports;

- Purchase, organize, and maintain sports equipment and uniforms as needed;
- Prepare and maintain a variety of comprehensive reports, records and files related to assigned activities; compile, prepare, and analyze data including participant data, teacher surveys, and competition results; prepare an annual report and make available to SMCOE supervisor, Special Olympics of Northern California, and other stakeholders;
- Manage the annual goals and objectives set forth in the annual Memorandum of Understanding with Special Olympics and develop and implement a strategic plan to successfully achieve these goals and objectives;
- Maintain current knowledge of applicable laws, codes, regulations, policies, and procedures related to assigned activities;
- Promote practices that protect the confidentiality of all student athletes.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Variety of sports including basketball, soccer, and track and field;
- Current methodologies and strategies related to working with students with disabilities;
- Positive behavior intervention techniques;
- Effective oral and written skills;
- Online tools, databases and data analytics;
- Principles and practices of professional development and training;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Assure smooth and efficient delivery of assigned services;
- Monitor and adjust activities in response to school district, student, and family needs;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Multi-task effectively and efficiently in a fast paced environment;
- Communicate effectively both orally and in writing;
- Develop, nurture, and maintain positive relationships with a variety of partners;
- Work independently with little direction;
- Plan and organize work; Meet schedules and timelines.

MINIMUM QUALIFICATIONS

Any combination equivalent to: graduation from high school supplemented by college level course work in event management/planning or related field and four years increasingly responsible planning, coordinating, or general clerical experience involving frequent public contact.

WORKING CONDITIONS

Environment:

- Indoor working environment;
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS OF THE JOB

Not limited to the following:

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San Mateo County Office of Education

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
- Sit, stand and walk for extended periods of time;
- Hearing and speaking to exchange information and make presentations;
- Seeing to read a variety of materials.