SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, DISTRICT IMPROVEMENT AND SUPPORT

JOB SUMMARY:
Support the planning, organization, coordination, and implementation of the SMCOE strategic planning including the Local Control Accountability Plan (LCAP) yearly planning and approval process. Provide Differentiated Assistance to districts related to the development and analysis of actions and services designed by school districts to improve outcomes for students in the LCAP. Use improvement science principles and practices to develop and monitor the implementation of school districts' goals and actions. Support and monitor state, federal, and local program implementation. Collaborate with SMCOE team members across divisions.

DESIRABLE QUALIFICATIONS:
- Minimum of three years administrative leadership experience.
- Understanding and experience with best practices for Students with Disabilities.
- Experience in writing LCAPs, School Plans for Student Achievement (SPSAs), data analysis and program evaluation.
- Experience in program design and implementation for Students with Disabilities, English Learners, Low Income and Foster Youth.
- Experience with Multi-tiered System of Support (MTSS), Positive Behaviors Interventions and Supports (PBIS), and Universal Design for Learning (UDL).

ESSENTIAL DUTIES:
- Provide consultation and technical assistance to school districts, faculty, administrators, staff, and others concerning LCAP, State and Federal Programs, the California School Dashboard, Common Core State Standards and Smarter Balanced Assessments.
- Serve as a resource to help districts use student achievement data for continuous improvement including monitoring implementation.
- Deliver high quality program evaluation, Data Literacy Modules, and ongoing grant development.
- Plan, organize, coordinate and implement the training activities, instructional resources and support functions for local school districts to enhance student learning and achievement, with a particular emphasis on Students with Disabilities, English Learners, Foster Youth and Low Income students.
- Monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students. Work in collaboration with SMCOE staff to develop and disseminate training modules on the LCAP, California School Dashboard, Smarter Balanced Assessments (SBAC), Improvement Science, and Data Literacy.
- Team across SMCOE divisions including Budget, Student Services, SELPA, and HR in service of county school districts.
- Support the successful oversight of County Office grants and program evaluation.
- Provide project management for assigned projects including maintaining budgets and supervising staff, as required. Supervise and evaluate personnel. assign duties and review
work for accuracy, completeness and compliance with established standards and procedures.

- Work cooperatively with County Office of Education and district staff on interagency projects.
- Develop and maintain collaborative relationships with colleagues at state, regional and local agencies.
- Facilitate a wide variety of meetings and group processes in high stakes areas including having facility with a range of facilitation models and experience and expertise in facilitating reluctant and resistant groups.
- Maintain current knowledge of educational methods, practices and standards related to effective schools and related laws, codes, regulations, policies and procedures, with a particular emphasis on understanding the needs of the "unduplicated pupils", as named in the LCAP.
- Assist in the development and preparation of annual preliminary budgets for assigned projects and programs. Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Components of LCAPs, approval criteria, and the process of continuous improvement.
- State and Federal programs.
- Best practices for stakeholder engagement.
- Implementation and improvement science.
- Use of data for continuous improvement at the district and site level.
- Best practices in culture and climate including PBIS.
- Applications of Multi-tiered System of Support (MTSS) and UDL.
- Components of program evaluation, with a particular emphasis on programs serving English Learners, foster youth and low income students.
- Principles, theories, standards, practices, strategies and use of standards-based materials, intervention programs and best practices in accelerating student learning and achievement, especially for students of color, English learners, foster youth, students with disabilities and students living in poverty.
- Have a deep understanding of the achievement gap, role of equity in schools and districts, the impact of institutional racism and what effective schools do to counteract the negative effects of same.
- Practices, procedures, and techniques involved in the development and implementation of effective professional development activities, with particular emphasis on professional learning communities.
- Current research and best practices on instructional techniques and strategies related to Common Core State Standards, Smarter Balanced Assessments (SBAC), and other components of the CA Dashboard.
- Policies and objectives of assigned programs and activities.
- Basic budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- Public speaking techniques.

SKILLS AND ABILITY TO:
- Instruct educators and administrators on the effective use of data at the classroom/district level for the purpose of continuous improvement.
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in local school districts.
- Design, develop, implement, and conduct effective training and professional development activities for faculty, staff and administrators.
- Work effectively as part of a team with individuals and groups from diverse ethnic, racial, linguistic, and social backgrounds.
- Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations.
- Communicate effectively both orally and in writing. prepare and deliver effective written and oral presentations.
- Conduct oneself in a professional manner using tact, patience, and courtesy.
- Analyze situations accurately and adopt an effective course of action.
- Resolve conflicts effectively with positive results in a timely manner.
- Meet schedules and timelines.
- Work independently with little direction.
- Interpret, apply, and explain laws, codes, regulations, policies and procedures.
- Prepare and maintain various records, reports, and files. Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment.

LICENSES AND OTHER REQUIREMENTS:
- Valid Administrative Services Credential.
- Master's degree in education or related field.

WORKING CONDITIONS: The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:
- Indoor office environment.

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.