SAN MATEO COUNTY OFFICE OF EDUCATION

Anne E. Campbell • County Superintendent of Schools

POSITION ANNOUNCEMENT

Date Posted:	May 23, 2017
Position:	Coordinator, Educational Services
Location:	San Mateo County Office of Education
Work Year:	230 days
Start Date:	July 1, 2017
Salary Range:	$112,164 - $140,280
Benefits:	Employee medical benefits, employee dental benefits, life insurance; other options available
Closing Date:	Open Until Filled

BASIC FUNCTION:

Under the direction of the Administrator, Curriculum and Instruction Services, develop curriculum & instruct evening courses, advise candidates, collaborate with SMCOE team for the Preliminary Administrative Services (PASC) program. Participate in ACT II mentor sessions, coach administrators and support evaluation in the Clear Administrative Services (ACT II) program. Provide professional development and coach for Readers/Writers Workshop. Plan, organize, coordinate and implement the education services, training activities, instructional resources and support functions for local school districts to enhance student learning and achievement; provide consultation and professional development activities to administrators, staff and faculty to enhance the educational effectiveness of all schools. Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators concerning Common Core State Standards and CAASPP Assessments.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Valid Administrative Services Clear Credential

DESIRABLE QUALIFICATIONS:

- Master's degree in education or related field
- Minimum of three years administrative experience (Principal experience required)
- Experience and expertise in one content area (areas of priority include English/language arts, reading intervention, English language development and mathematics)

ESSENTIAL DUTIES:

- As a member of a team, provide instruction, coaching and assistance with the Preliminary Administrative Services Credential (PASC) program and participate in program reflection and continuous improvement.
- Teach 10 to 12 evenings per year
- Coach in the Clear Administrative Services Credential induction program for administrators (ACT II) and attend mentor sessions for ACT II
- Provide professional development and coach for Readers/Writers Workshop
- Plan, organize, coordinate and implement the education services, training activities, instructional resources and support functions for local school districts to enhance student learning and achievement;
- Monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students;
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators concerning Common Core State Standards and CAASPP Assessments;
- Prepare and deliver oral presentations and explain related content, curriculum, standards-based materials, assessment, parent involvement, funding, principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning Common Core State Standards and CAASPP Assessments;
- Monitor and evaluate the educational effectiveness of schools;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning related to implementation of the Common Core State Standards and CAASPP Assessments;
- 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;
- Assist in the development and implementation of educational programs, projects and services related to high quality education as required;
- Assist school districts with resolving educational issues, conflicts and problems related to student needs;
- Provide project management for assigned projects including acquiring grant funding, maintaining project budgets, and supervising project staff, as required;
- Assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures;
- Provide input concerning employee evaluations as requested;
- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Present materials and information concerning assigned subject or instructional area and related services;

- Assist with coordinating meetings, conferences and special events and activities as required;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
- Elements of an effective administrator induction program;
- California Administrator Performance Expectations (CAPE) and California Administrator Content Expectations (CACE);
- California Professional Standards for Educational Leaders (CPSELs);
- Principles of adult learning and application of those in the design of courses or professional learning;
- 21st century leadership skills;
- Readers/Writers Workshop;
- 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, students with disabilities and students living in poverty;
- Issues impacting the education of targeted populations and effective ways to support schools and districts in raising student achievement of high priority populations;
- 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;
- Standards, instructional and assessment practices and materials related to at least one content area (areas of priority include English/language arts, reading intervention, English language development and mathematics);
- Current research and best practices on instructional techniques and strategies related to Common Core State Standards and CAASPP;
- Policies and objectives of assigned programs and activities;
- Basic budget preparation and control;
- Google Docs;
- Learning Management Systems;
- Public speaking techniques.

ABILITY TO:
- Provide high quality administrative induction program;
- Provide consultation and technical assistance concerning Common Core State Standards and CAASPP Assessments and related content, standards, requirements, principles, practices, techniques and procedures;
- Develop and implement strategies and training activities to enhance educational effectiveness and student learning in local school districts;
- Teach content areas and model lessons for teachers;
- Design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators concerning Common Core State Standards and CAASPP Assessment implementation;
- 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;
- Prepare and deliver effective written and oral presentations;
- Communicate effectively both orally and in writing;
- Utilize various technology tools/platforms
- Operate a variety of office equipment including advanced use of computers and assigned software, copiers, fax machines, projectors, and audio-visual equipment;
- Meet schedules and time lines and independently with little direction;
- Use tact, patience and courtesy;
- Drive a vehicle to conduct work.

PHYSICAL DEMANDS:
- Not limited to the following:
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Hearing and speaking to exchange information and make presentations

PROCEDURE FOR APPLYING:
- Apply online at EDJOIN at http://www.edjoin.org
- A complete application package consists of an application, a cover letter, a resume, and three recent letters of recommendation within the last year. All items must be received prior to the closing date in order to receive consideration for an interview. Incomplete or late documents will not receive consideration.

CONTACT INFORMATION:
Julie Eastburn, Manager, Human Resources at jeastburn@smcoe.org Telephone: (650) 802-5385 or (650) 802-5480 for TDD / Fax: (650) 802-5388

The San Mateo County Office of Education provides equal employment opportunity to all qualified persons. The recruitment, screening, and hiring of all personnel will be without regard to race, color, gender, national origin, sexual orientation, religion, age or disability.