

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**COORDINATOR, SYSTEMS OF SUPPORT AND ALTERNATIVE EDUCATION**

**Purpose Statement**

The job of Coordinator, Systems of Support and Alternative Education is responsible for coordinating services, supporting, and guiding SDCOE, Local Educational Agencies (LEAs) and school districts in meeting the unique needs of students, developing curriculum, coordinating learning supports with school administrators, teachers, and community partners of the successful delivery of education initiatives and systems of support, and serves as a resource for alternative education programs.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions**

- Coordinates and supports the implementation of strategic plans pertinent to systems of support and alternative education schools and programs providing effective services and compliance with applicable regulations, policies, and procedures.
- Supports the implementation of Differentiated Assistance (DA) and Comprehensive Support and Improvement (CSI) by coordinating and participating in continuous improvement efforts for locally identified LEAs and charter schools.
- Conducts research on emerging trends and best practices in Comprehensive Support and Improvement (CSI) for alternative education and integrating innovative approaches.
- Serves as a resource for alternative education stakeholders and stays informed about legislative updates and professional developments relevant to the field and responds to inquiries regarding alternative education.
- Represents SDCOE at conferences, workshops, and meetings to exchange information and stay abreast of developments in alternative education.
- Coordinates with professionals from alternative and comprehensive education systems to enhance service delivery, identify improvement opportunities, and implement enhancements in collaboration with management.
- Prepares and delivers presentations to various stakeholders, including program staff and community-based organizations, across multiple contexts to promote alternative education.

- Designs, develops, and delivers coaching, professional learning, targeted services, and supports ensuring alignment with organization's mission, values, and educational standards in elevating, valuing, and supporting the SDCOE North Star framework.
- Assists site and district leaders in monitoring and evaluating the effectiveness of programs, adjusting as needed to ensure student success.
- Coordinates and supports engagement with students, parents, and the community to promote the unique value of alternative education.
- Supports the development and implementation of a comprehensive, evidence-based approach to systems of support, integrating healing-centered, innovative teaching methods, curricula, and assessment strategies.
- Collaborates with school districts and program leaders with providing comprehensive support to students, encompassing academic counseling, goal setting, and progress monitoring for optimal achievement.
- Provides specialized assistance to schools and programs in catering to the educational and emotional requirements of at-risk students.
- Advocates for alternative education students within the school system, ensuring access to necessary resources and support that recognize their distinct abilities, strengths, and needs.
- Aids in the formulation of individualized plans for underserved students in alternative education programs in collaboration with educators, counselors, and families.
- Collaborates and coaches with teachers to adapt and modify curriculum materials to honor student voice and elevate representation of cultures, languages, and identities engaging students with diverse learning styles and abilities.
- Supports the strategic management of resources, including materials, technology, science-backed mindfulness practices, and personnel of effective operation of education programs.
- Coordinates and assists districts to build and develop positive relationships with parents, guardians, and the community.
- Collects and analyzes data on student performance and program effectiveness to make data-driven decisions for improvement.
- Provides support aligned with Multi-Tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Human centered and socially conscious leadership.

### **Other Functions:**

- Perform other related duties as assigned ensuring the efficient and effective functioning of the work unit.

### **Knowledge and Abilities:**

#### KNOWLEDGE OF:

Human centered and socially conscious leadership;

Compliance with educational laws and regulations relevant to alternative education;

PBIS principles to support schools, students, staff, and families in crisis situations;

Leadership development;

Systems of support thinking;

Continuous improvement strategies;

District policies and procedures;  
Issues relating to at-risk youth;  
Community resources;  
Professional development facilitation methods;  
Curriculum and instructional techniques;  
Operational services of an alternative educational program;  
Stages of child development.

**ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
Practice cultural competency while working collaboratively with diverse groups and individuals;  
Demonstrate a commitment to the principles of education and alternative learning;  
Analyze data, interpret guidelines, and create action plans;  
Schedule and lead multiple concurrent activities, meetings, and/or events;  
Measure effectiveness of professional learning initiatives;  
Make data driven recommendations for improvement;  
Communicate effectively orally and in writing;  
Meet deadlines and schedules;  
Work as part of a team;  
Work with detailed information and data;  
Work with multiple projects, frequent interruptions, and changing work priorities.  
Stay abreast of emerging trends in education;  
Establish and maintain effective working relationships;  
Supervise and evaluate the performance of assigned personnel.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting and at school and district sites as needed.  
May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine-finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

**Education:** Bachelor's degree in education, curriculum development, or a related field. A master's degree is preferred.

**Experience:** A minimum of five (5) years of increasingly responsible experience developing and leading

professional learning, collaborative projects, and program supports that include alternative education settings. Proven experience in developing and managing educational programs, including in an alternative education setting, with a demonstrated passion for education and a commitment to the principles of alternative learning.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, curriculum development, or a related field, master's degree is preferred and a minimum of five (5) years of increasingly responsible experience developing and leading professional learning, collaborative projects, and program supports that include alternative education settings. Proven experience in developing and managing educational programs, including in an alternative education setting.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services Credential

Valid California Teaching Credential

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

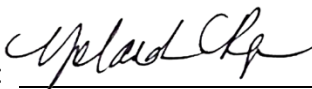
Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management, Grade 045

Approval Date: 03/2024

Approved by:   
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Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services