

COORDINATOR, SCHOOL PROGRAMS

DEFINITION

Under general direction, support the referrals, intakes, educational operations, and transitional support activities for students activities for students enrolled or transitioning from a San Mateo County Office of Education School Program. This position will utilize implementation and improvement science, data synthesis, lead professional development, and facilitate Professional Learning Communities (PLC's) within our school programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, School Programs. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop and implement processes and procedures to best meet student needs, particularly around the smooth and cohesive transition in and out of SMCOE School Programs.
- Measure program and process effectiveness through data analysis, and utilize Improvement Science principles to implement change in response to data analysis to improve services.
- Provide regular updates, reports, and documentation on the progress and outcomes of students enrolled in SMCOE School Programs.
- Facilitate, develop, and monitor a variety of student plans including 504 plans, Student Study Team (SST) plans, Individual Learning Plans (ILP), and rehabilitation plans and make decisions related to student services and supports.
- Collaborate and act as a point of contact with district and community partners that specialize in at-risk youth services to plan, coordinate, and organize student events and activities focused on reducing recidivism.

- Support the refinement of referral, enrollment, and exit procedures/policies with local districts.
- Support students and staff with the procedure and progress of the student PBIS programs.
- Collaborate and coordinate communication with the Probation Department personnel, SMCOE staff and outside organizations to manage activities and programs, resolve conflicts and exchange information in support of students' educational, attendance, behavioral health, and/or medical needs.
- Provide technical expertise, information, and assistance to the Director, School Programs and site Principals.
- Assist in the coordination and delivery of professional development and PLC activities and for staff that enhance understanding of effective educational and transitional support practices.
- Coordinate, participate in, and conduct a variety of meetings in committees as assigned.
- Maintain current knowledge of educational methods, practices and standards related to assigned programs as well as related laws, codes, regulations, policies and procedures.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Experience working with and supporting students of color, English learners, students with disabilities, and students living in poverty in their efforts to improve educational outcomes.
- Familiarity with the unique challenges and needs of youth in the juvenile justice system.
- Experience as a site administrator and/or district office administrator in a middle or high school preferred.

Licenses and Certifications:

- Valid California Administrative Services Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Curriculum standards and instructional strategies including interpretation and application in assigned programs.
- Principles and practices of supervision, teacher evaluations, and training.
- Behavior supports, interventions and other models for positive school climate, e.g., trauma-sensitive schools, Restorative Practices, Data-Driven Student Incentive Programs, etc.
- Relevant legislation and policies impacting youth in the juvenile justice system.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
- Historically underserved groups; special education, multilingual learners, and those attending alternative education settings.

Ability to:

- Lead innovative change initiatives with positive results.
- Plan, implement, and evaluate curriculum and professional development standards.
- Leverage multiple data points focused on student outcomes and associated strategic goals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Resolve conflicts with positive results in a timely manner.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and

- syntax.
- Supervise and manage personnel.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.