

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, LEADERSHIP AND ADMINISTRATOR SERVICES**

JOB SUMMARY:

Under the direction of the Administrator, Curriculum and Instruction Services, the Coordinator will coordinate and oversee the coaching-based Tier II Credential induction program for administrators (ACT II) that is grounded in the California Professional Standards for Educational Leaders (CPSELs) and 21st century leadership skills. The Coordinator will also provide professional development and support to administrators in the implementation of the Common Core standards and Smarter Balanced Assessments.

REQUIRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Master's degree or equivalent from an accredited college or university in education or related field applicable to the position;

Minimum of three (3) years experience as a site and/or district office administrator

