

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, SCHOOL CLIMATE**

BASIC FUNCTION:

Under the direction of Director, Safe and Supportive Schools, Coordinator works with districts and schools to help establish programs and initiatives that promote safe, supportive, inclusive and positive school climates. Primarily, Coordinator works to develop, promote and align social-emotional and behavioral intervention systems to create a positive learning environment and culture. Coordinator will work with school district leadership to implement youth development programs that incorporate current research and are based on the principles of trauma-informed and Cultural Humility. Coordinator will be an active member of the Multi-tiered System of Support and Systems for District Improvement teams and will work with local districts t

Components of effective professional development systems, including theoretical grounding and professional learning models focused on student excellence
Available local, regional and state resources, and applicable state laws and requirements
Research, laws and best practices to support students with disabilities, English language learners and students in pre-K -12 settings

ABILITY TO:

Prepare and deliver effective, contemporary and high-quality professional development
Work as part of a team
Communicate effectively both orally and in writing
Coach, mentor and support teachers, mentors and site administrators
Prepare and present a variety of reports and materials using appropriate technology
Facilitate groups in planning, problem solving and decision-making
Build and maintain collaborative relationships with diverse individuals and groups
Effectively manage multiple projects and deadlines simultaneously
Ability to work effectively in a team environment with staff members and managers
Ability to work in a team across multiple programs and initiatives

EDUCATION AND EXPERIENCE:

Three or more years of experience as an administrator (principal experience preferred)
Five or more years of teaching experience at the K-12 level

DESIRED EXPERIENCE:

Experience working with teachers and administrators in school climate endeavors
Experience leading district or regional and implementation of a technical assistance project with demonstrated management skills
Experience with curriculum design, staff development, and school improvement activities

LICENSES AND OTHER REQUIREMENTS:

Clear Administrative Services Credential

WORKING CONDITIONS:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Hearing and speaking to exchange information
Seeing to view a computer monitor and read a variety of materials
Sitting or standing for extended periods of time