

SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, ACCESS AND ENGAGEMENT

JOB SUMMARY

Under the supervision of an Executive Director, develops, plans and delivers customized professional learning, coaching, and implementation support to promote and expand equitable and inclusive practices in districts and schools across San Mateo County; partners with educational systems in their efforts to ignite transformational change in schools; provides school and district teams with the tools and technical assistance they need to create one cohesive system that improves outcomes for all students; maintains and shares knowledge of current evidence-based practices, research, and legislation to support professional and program development.

ESSENTIAL DUTIES

- ” Develops, plans and delivers professional learning on various topics related to system design that expands inclusive practices;
- ” Content curation of training resources for the San Mateo County Office of Education and districts/charter schools within San Mateo County;

- ” Establish and maintain cooperative and effective working relationships with others; collaborate effectively as part of a team;

SKILLS AND ABILITY TO:

- ” Facilitate meetings with positive outcomes;
- ” Monitor and evaluate implementation progress and effectiveness of services provided using specific tools and/or strategies;
- ” Develop and deliver high-quality professional development opportunities that address core principles of adult learning theory;
- ” Serve as a reference and resource to school staff, administrators, families, and outside agencies;
- ” Strong team player with results-driven approach;
- ” Exercise sound independent judgment and initiative within established guidelines;
- ” Establish and maintain positive and effective working relationships with diverse populations;
- ” Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- ” Operate a variety of office equipment and software;
- ” Communicate effectively orally and in writing.

REQUIRED QUALIFICATIONS

- ” Master’s degree and credentials in Education from an accredited college or university
- ” Minimum 5 years of teaching experience
- ” Minimum of 2 years experience in an educational leadership role, site administration preferred
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- ” Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops
- ” Work across multiple sites
- ” Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- ” Use and manipulate a computer keyboard and other office equipment
- ” Read a variety of materials
- ” Sit and stand for extended periods of time.