SAN MATEO COUNTY OFFICE OF EDUCATION

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ESSENTIAL DUTIES:

• student learning;

gn, development and implementation of professional development

inators to offer data-driven CTE programs in their districts; ety of technical data and information related to various funding ins, CCPT, SB1070, Strong Workforce Program, Prop 51, CTEIG,

ta to prepare and maintain a variety of records and reports related ng, budgets, financial activity, meetings, grants, and assigned

nts and other funding sources for assigned programs and school and assist with developing and maintaining contracts as required; communications, activities, and information related to CTE pport alignment between middle and high schools and high

industry advisory boards; ns of evidence that measure

conferences as directed; ents and activities;

• Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: KNOWLEDGE OF:

• Principles, standards, practices, strategies, and procedures involved in enhancing student learning and achievement;

- Practices, procedures, and techniques involved in the development and implementation of professional development activities;
- Curriculum standards, interpretation, and application in assigned subject or instructional area. Instructional techniques and strategies related to assigned subject area or program;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.
- Local, state and federal standards and

that grants the Administrative Intern Credential

ENVIRONMENT:

- Indoor work environment
- Limited flexibility to work remotely as determined by Executive Director and guided by agreements of the San Mateo County Office of Education
- Driving a vehicle to conduct work