

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, DISTRICT IMPROVEMENT AND SUPPORT**

JOB SUMMARY:

Support the planning, organization, coordination, and implementation of the SMCOE strategic planning including the Local Control Accountability Plan (LCAP) yearly planning and approval process. Provide Differentiated Assistance to districts related to the development and analysis of actions and services designed by school districts to improve outcomes for students in the LCAP. Use improvement science principles and practices to develop and monitor the implementation of school districts' goals and actions. Support and monitor state, federal, and local program implementation. Collaborate with SMCOE team members across divisions.

DESIRABLE QUALIFICATIONS:

work for accuracy, completeness and compliance with established standards and procedures.

Work cooperatively with County Office of Education and district staff on interagency projects.

Develop and maintain collaborative relationships with colleagues at state, regional and local agencies.

Facilitate a wide variety of meetings and group processes in high stakes areas including having facility with a range

