

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EVENTS SPECIALIST, SPECIAL OLYMPICS

JOB SUMMARY

Under the direction of an assigned SMCOE Student Services supervisor and in collaboration with three regional school district leads, (San Mateo Special Olympics Leadership Council) the Event Specialist will understand and model the philosophy of the Special Olympics Schools Partnership Program to create a culture of inclusion and foster understanding in schools and communities. The Special Olympics program is for all students with an IEP (Individualized Education Plan) aged 3 to 22 years, but the work includes Unified Sports and Whole School Involvement activities that provide opportunities for all students to be included.

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- Purchase, organize, and maintain sports equipment and uniforms as needed;
- Prepare and maintain a variety of comprehensive reports, records and files related to assigned activities; compile, prepare, and analyze data including participant data, teacher surveys, and competition results; prepare an annual report and make available to SMCOE supervisor, Special Olympics of Northern California, and other stakeholders;
- Manage the annual goals and objectives set forth in the annual Memorandum of Understanding with Special Olympics and develop and implement a strategic plan to successfully achieve these goals and objectives;
- Maintain current knowledge of applicable laws, codes, regulations, policies, and procedures related to assigned activities;
- Promote practices that protect the confidentiality of all student athletes.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Variety of sports including basketball, soccer, and track and field;
- Current methodologies and strategies related to working with students with disabilities;
- Positive behavior intervention techniques;
- Effective oral and written skills;
- Online tools, databases and data analytics;
- Principles and practices of professional development and training;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Assure smooth and efficient delivery of assigned services;
- Monitor and adjust activities in response to school district, student, and family needs;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Multi-task effectively and efficiently in a fast paced environment;
- Communicate effectively both orally and in writing;
- Develop, nurture, and maintain positive relationships with a variety of partners;
- Work independently with little direction;
- Plan and organize work; Meet schedules and timelines.

MINIMUM QUALIFICATIONS

Any combination equivalent to: graduation from high school supplemented by college level course work in event management/planning or related field and four years increasingly responsible planning, coordinating, or general clerical experience involving frequent public contact.

WORKING CONDITIONS

Environment:

- Indoor working environment;
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS OF THE JOB

Not limited to the following:

June 2016

San Mateo County Office of Education

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
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