SAN MATEO COUNTY OFFICE OF EDUCATION

education and at-risk students; analyze County Office issues and provide recommendations to the Superintendent concerning appropriate course of action.

Provide consultation and technical expertise to personnel, administrators, school districts, schools, outside agencies and others concerning Division departments, goals, programs and services; respond to inquiries and provide detailed and technical information concerning instruction, curriculum and related standards, requirements, projects, plans, strategies, objectives, issues, principles, practices, techniques, laws, codes, regulations, initiatives, policies and procedures.

Coordinate and direct Division communications, resources, correspondence and information between County Office administrators, personnel, school districts, outside organizations, community groups, educational institutions, the public and various local and State agencies; assure proper and timely resolution of County Office and school district issues and conflicts related to Student Services departments, programs and services.

Administer and monitor Student Services activities to assure compliance with established curriculum standards and requirements; direct the development of curriculum standards to meet student needs; coordinate activities to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum and assessment standards, and instructional strategies related to special education, ROP and court and community schools.

Monitor and analyze Division operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; direct the research, development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of the Division

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to Student Services; direct the modification of programs, functions, policies and procedures to meet local, State and federal requirements as appropriate.

Develop and prepare the annual preliminary budget for the Student Services Division; determine budget priorities; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent regarding Student Services issues, needs, operations and activities.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, accountability, compliance, budgets, strategic planning, schools, budgets, personnel, meetings, mileage, meetings, contracts, CBED, attendance and assigned activities; prepare special reports for the County Board; assure mandated reports are submitted to appropriate governmental agency in accordance with established time lines and requirements.

January 18, 2006 San Mateo County Office of Education