

**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





