

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: COORDINATOR, EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement; provide consultation and professional development activities to administrators, staff and faculty to enhance the educational effectiveness of assigned subject or instructional area.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of an assigned subject or instructional area for local school districts to enhance student learning and achievement; monitor, evaluate and adjust activities in response to the instructional needs of local school districts and students.

Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning assigned subject or instructional area; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, principles, strategies, practices, techniques, compliance, laws, codes, regulations, policies and procedures.

Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators concerning assigned subject or instructional area; prepare and deliver oral presentations and explain related content, curriculum, materials, assessment, principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Coordinate activities and provide training and assistance to enhance faculty and administrative skills and understanding related to educational practices, instructional material guidelines and requirements, lesson plans, curriculum standards and instructional strategies; assist in developing curriculum standards and instructional strategies and selecting instructional materials as assigned.

Serve as a liaison and coordinate communications, activities and information related to assigned subject or instructional area between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public; establish, support, facilitate and maintain partnerships.

Monitor and evaluate the educational effectiveness of assigned subject or instructional area; develop and implement strategies and training activities to enhance educational effectiveness and student learning related to assigned subject or instructional area in local school districts.

Maintain current knowledge of educational methods, practices and standards related to assigned subject or instructional area and related laws, codes, regulations, policies and procedures; assist school districts with modifying services to assure compliance with standards and requirements.

Assist in the development and implementation of educational programs, projects and services related to assigned subject or instructional area as required; assist school districts with resolving educational issues, conflicts and problems related to assigned subject or instructional area and related student needs; assist school districts in complying with State and federal requirements.

Assist in assuring adequate materials and resources to meet school support service needs; order and maintain adequate inventory levels of training and various other materials as required; organize and distribute training materials as directed; prepare and set up for training activities and other events.

Train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Assist in the development and preparation of annual preliminary budgets for assigned subject or instructional area as assigned by the position; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Participate in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services as assigned; assist with implementing and administering grants and assuring compliance with related requirements as directed; prepare proposals and assist with developing and maintaining contracts as required.

Compile, review and analyze a variety of technical data and information related to instructional or subject area; prepare and maintain a variety of records and reports related to professional development, training, budgets, financial activity, meetings, grants and assigned duties.

Operate a variety of office equipment including copiers, fax machines, projectors, audio-visual equipment, computers and assigned software.

Drive a vehicle to conduct work; visit sites and classrooms to monitor educational activities and provide technical advice concerning assigned subject or instructional area and related services.

Assist school districts with the design, development and implementation of professional development systems as required.

Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed; present materials and information concerning assigned subject or instructional area and related services; assist with coordinating meetings, conferences and special events and activities as required.



Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain various records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five years teaching or related experience working in assigned subject or instructional area.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information and make presentations.