STEPHEN J. KOFFMAN, LCSW

skoffman@usc.edu

PROFESSIONAL PROFILE

- Dedicated to establishing professional relationships, working partnerships and providing effective connections and support to strengthen communities.
- Accomplished speaker, trainer and consultant for schools, nonprofit and community based organizations.
- Broad base of administrative, counseling, teaching, advising and leadership skills.
- Over 25 years of diversified experience with an established record of accomplishments in administration, program design, development, evaluation and implementation of programs.
- A proven record of effectively planning, organizing and using resources to take action.
- Knowledge of U.C. eligibility requirements and college readiness indicators.
- Experience managing budgets and an understanding of state, federal and local funding sources in public education.
- A strong record of managing organizational change and leading and initiating key innovations and reforms.
- Successful record of the ability to effectively work across multiple functions and roles within a complex organization.

PROFESSIONAL EXPERIENCE

2014 - Present **Executive Director, Office of College and Career Readiness**
Division of Curriculum and Instruction
San Francisco Unified School District

- Successfully articulate a compelling vision for how to achieve college and career readiness by focusing on strategies, policies, interventions and planning at all school sites.
- Member of the Executive Leadership Team.
- Member of the Instructional Leadership Team.
- Member of the Superintendent's Cabinet.
- Responsible for the development and delivery of presentations to the Board of Education.
- Successfully manage a budget of over $7,000,000.
- Successfully submitted the California Careers Trust Pathways Grant, California Department of Education, resulting in 6 million dollars over 3 years.
- Collaborate with Curriculum and Instruction and other departments to design, implement and coordinate district programs to provide students with resources to achieve the skills, capacities and dispositions to be successful beyond high school.
- Create strategic plan aligned with district goals and measurable impact of programs.
- Work with Fund Development office to align program and student needs with key business and philanthropic partners.
- Create grade level benchmarks K-12 aligned to graduate profile.
- Develop measurements of College and Career Readiness aligned to Common Core Anchor Standards.
- Design and execute data driven systems and structures that ensures the skillful implementation of programs to provide maximum support.
- 21st Century High School redesign project team leader.
- Successfully instituted student support system for dual enrollment and enhanced partnerships with institutions of higher learning.
- Effectively supervised integration of CTE standards curriculum.
- Increase a-g courses submitted and approved.
- Direct the growth of AVID in both secondary and Middle Schools.
- Develop and support AVID EXCEL in middle schools for EL Learners.

2008 – Present **Adjunct Assistant Professor**
University of Southern California, Graduate School of Social Work

- Teach SOWK 534 Policy and Practice in Social Service Organizations.
- Teach SOWK 535 Social Welfare Policy.
- Teach SOWK 611 Leadership in the Social Work Profession and Organizations.
- Perfect 5.0 professor ratings in 4 classes.

2013 - 2014 **Director, Office of Extended Learning and Support**
Division of Curriculum and Instruction
San Francisco Unified School District

- Raised graduation rates by over 2%.
- Provided leadership, created, established, and communicated vision and goals for newly formed Office of Extended Learning and Support.
- Responsible for the development and delivery of presentations to the Board of Education.
- Designed, developed, implemented and administered a portfolio of credit recovery and earning options so students graduate a-g.
- Successfully managed a budget of over $2,400,000 and strategically hired and supervised support staff that built capacity to achieve set goals, achieve the vision and fulfill the Theory of Action of the Office of Extended Learning and Support.
- Designed a targeted intervention model to maximize and provide access and equity to all students including blended learning models.
- Vision 2025 team graduate profile team member.
- Developed an online learning program that ensures students have access to multiple course offerings designing and utilizing a "stretched" model of learning.
- Developed intervention specific professional development for teachers and counselors that directly improved on-track status for students.

2011 –2013 **Coordinator of Operations**
Los Angeles Unified School District, Los Angeles, CA

- Provided assistance and counsel to District Leadership and principals in the development, implementation and supervision of programs and partnerships to strengthen school site services and the community for over 125 schools.
- Successfully managed and served as a liaison between the District Leadership, schools, community based organizations, school police, local law enforcement agencies, corporate partners and universities in the operational issues of day-to-day programs and systems.
- Planed, organized, coordinated and delivered special studies, research and professional development in order to promote effective and best practices that meet the strategic and performance goals of the District.

2012 – 2013 **Consultant**
Council of the Great City Schools

- Provided reviews of policy and practice in urban school systems and service models.
- Made recommendations and proposals to strengthen and improve schools.

2003 – 2011 **Field Instructor**
University of Southern California, School of Social Work, Los Angeles, CA

- Clinical supervisor for graduate-level students in School of Social Work.
- Organized, evaluated, scheduled and supervised placement of students for completion of specialized credential in various community based organizations, schools and corporate settings.
- Effectively identified and expanded potential placement for students.

2008 – 2011 **Administrator**
Los Angeles Academy of Medical and Public Service
Los Angeles Unified School District, Los Angeles, CA

- Supervised, evaluated and recognized accepted practices, current trends and research in the areas of instruction, curriculum, measurement and evaluation strategies.
- Facilitated collaboration with staff, agencies and parents on identifying goals and systems for student achievement and standards for assessing the outcome of these goals.
- Supervised and evaluated certificated and classified staff.
- Responsible for development and delivery of professional development applying culturally relevant pedagogy and the principles of project based learning.
- Identified and cultivated meaningful community partnerships for academy students to complete internships.

2006 – 2012 **Executive Director/Founder**

Juvenile Intervention and Prevention Program/JIPP

- Designed, implemented and evaluated comprehensive gang intervention and prevention program for underserved inner city students.
- Successfully wrote, managed and implemented grants to support program.
- Established working collaboration between Los Angeles Police Department, California State University, Los Angeles; CBO's, Mayor's Office and Los Angeles Unified School District to secure funding and management.
- Developed partnerships with business organizations for internships.
- Sub-Contractor in the Mayor of Los Angeles Gang Reduction Youth Development Program.

2005 – 2008 **Assistant Principal**

Belmont High School, Los Angeles Unified School District, Los Angeles, CA

- Member of Administrative team that raised API score over 100 points in two years.
- Administrator in charge of Health and Human Services Division.
- Developed a system of delivery and supervision for Health and Human Services Division.
- Responsible for development and implementation of school wide academic intervention programs.
- Supervised and evaluated certificated and classified staff.
- Responsible for the supervision, safety and security of the campus of over 5300 students.
- Supervised Deans of Students and managed discipline issues.
- Responsible for professional development of school-based clinicians.

1998 – 2008 **Psychotherapist and Educational Consultant**

Stephen Koffman, LCSW and Associates, Beverly Hills, CA

- Developed private practice to help parents find appropriate educational, emotional and behavioral settings for their children.
- Conducted psychotherapy with children, families and couples.
- Designed and facilitated coping and communication skills workshops for parents, teachers and educators.

2005 – 2007 **Chair, Seeking Adolescent Violence Elimination (SAVE) Safety Collaborative**

Los Angeles Unified School District, Los Angeles, CA

- Developed safety collaborative model adopted by LAUSD.
- Chaired safety collaborative in Pico-Union area of Los Angeles.
- Managed calendar and scheduling of presenters and speakers for collaborative.
- Wrote grants to support funding of SAVE.
- Cultivated and recruited community partners to actively participate in collaborative.

2004 – 2005 **Organization Facilitator**

Los Angeles Unified School District, Los Angeles, CA

- Acted as main liaison for the District working with community based organizations and corporate partners in the development of needs assessments, asset mapping, site plans, negotiating and managing the MOU process.
- Responsible for the evaluation of MOU's and service provider plans.
- Coordinated the delivery and evaluation of school site-based health, mental health and social services.
- Developed and delivered training and education regarding local resources and health and human services.

2000 – 2004 **District Counselor/ Pupil Services and Attendance Counselor**

Los Angeles Unified School District, Los Angeles, CA

- Served as district clinical social worker specializing in identification and provision of intervention strategies for children and their families.
- Consulted with administrators, teachers and school based social workers regarding the social, emotional, academic and attendance needs of students.
- Developed and implemented attendance and behavior strategies and trainings for administrators, teachers and school based social workers.

- Provided support and supervision for school-based school social workers at local district elementary, middle and high schools.
- Responsible for professional development of school-based clinicians.

1998 – 2000 **Director**
Squaw Valley Academy, Olympic Valley, CA
- Designed and implemented residential "transitional campus."
- Responsible for professional development of staff, teaching methodology and techniques for working with "at-risk" students enrolled at the Mountain View House campus.

EDUCATION

1998 *University of Southern California, Los Angeles, CA*
Master's Degree, Social Work --MSW

1991 *Syracuse University, Syracuse, NY*
B.A., Sociology

1990 *Trinity College / University College Blackrock, Dublin, Ireland*
School for International Training/Concentration in Conflict Resolution

1989 *University of Melbourne, Melbourne, Australia*
School for International Training/Concentration in Prisoners' Rights

LICENSES / MEMBERSHIPS / CREDENTIALS

- Administrative Services Credential, State of California
- Pupil Personnel Services Credential: School Social Work; School Child Welfare and Attendance State of California
- Licensed Clinical Social Worker, State of California
- President, Alpha Kappa Delta, National Sociology Honor Society, Syracuse University

PRESENTATIONS

- 7th International Interdisciplinary Conference on Clinical Supervision -- Presenter (2011)
- 21st Annual At-Risk Youth National Forum -- Presenter (Invited) (2009)
- 3rd Annual California of School Social Workers, "Safe Harbors: Creating Healthy and Resilient Schools and Communities" -- Presenter (2009)
- 20th Annual National Dropout Prevention Network Conference, Presenter (November 2008)
- 39th Annual Juvenile Court, Community and Alternative School Administrators Conference -- Presenter (2008)
- Youth For Positive Change 7th Annual Education and Beyond Conference on "Violence in Schools and Effective Prevention Strategies" -- Panel Member (2005)

PUBLICATIONS

- "The Use of Self and Differentiated Clinical Supervision within an Interdisciplinary Urban High School Health and Human Services Unit" (abstract 2011).

- "Impact of a Comprehensive "Whole Child" Intervention and Prevention Program among Youth at Risk for Gang Involvement and Other Forms of Delinquency" (Accepted: NASW Children and Schools Journal, February, 2009).

- "Impact of Computer-based, Psycho-Social Training on Depression Among Youth at Risk for Gang Involvement and Other Forms of Delinquency" (submitted: NASW Children and Schools, July 2008).

AWARDS

- City and County of San Francisco Certificate of Honor – Board President Supervisor David Chiu (2013)
- City of Los Angeles Certificate of Recognition – City Council President Eric Garcetti (2009)
- City of Los Angeles Resolution – Full City Council (2009)
- California Peace Officers' Association Certificate of Appreciation (2008)
- Los Angeles Unified School District School Board of Education Certificate of Recognition (2008)
- City of Los Angeles Certificate of Recognition – Councilman Ed Reyes (2008)

MULTIMEDIA

- Instructional Video/ "Treating and Identifying Trauma in Students in School Settings" (2008)
- Instructional Video/ "Psychological First Aid for in a School Setting" (2008)
- The Juvenile Intervention and Prevention Program (2007)

GRANTS

- AT&T "Aspire" funded 2008 (partially refunded 2010)
- National Police Activities League Recovery Act Mentoring through the Department of Justice, Office of Juvenile Justice and Delinquency Prevention (refunded 2011)
- California Careers Trust Pathways Grant, California Department of Education.