

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - INCLUSION COLLABORATIVE

BASIC FUNCTION:

Under the direction of the Director-Early Learning Services, plans, organizes and directs inclusion programs throughout the County; develops, plans and implements professional development seminars for early childhood programs, school districts, County State and national level; facilitates and coordinates the availability and ongoing support for inclusive programs in Santa Clara County; provides professional development at the County, State and national level; creates and maintains Inclusion Collaborative marketing materials and web site; oversees and assures implementation of Local Early Education Planning Council, AB 212 California Department of Education Retention Grant, and KidConnections Assessment coordination; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and directs inclusion programs throughout the County; develops and implements Program goals and objectives, policies and procedures related to the inclusive settings according to established Inclusion Collaborative and Early Learning Services vision, mission and guiding principles; assures alignment of Program goals and objectives with Early Learning Master Plan, Educare, Franklin McKinley Children's Initiative and other initiatives.

Develops, plans and implements professional development seminars for early childhood programs and school district; conducts training programs on a variety of subjects related to supporting inclusion in early learning environments and the community; maintains current evidence-based practice information to support trainings and programs at local, State and national level.

Creates, maintains and facilitates contracts with funders, grants and contracted agencies that support the work of the Inclusion Collaborative and staff; oversees, maintains and provides reports for contracts and grants according to established timelines and reporting requirements including California Department of Education grants, FIRST 5 KidConnections Assessment coordination and contracts, and others as appropriate.

Facilitates and coordinates the availability and ongoing support for inclusive programs in Santa Clara County; monitors and supports the Inclusion Warm Line and On-Site Inclusion Coaches; implements and maintains community partnerships with school districts, early care programs, and community agencies to promote successful inclusion environments at the local and State level.

Creates and maintains Inclusion Collaborative marketing materials and web site; develops age-appropriate supplemental materials, including compact disks, internet applications, DVDs and modules aligned with preschool foundations and State content standards for children with and without disabilities.

Creates, delivers and monitors the Early Childhood Special Education (ECSE) credential program for credential add-on, intern program and/or full credential program pending approval from California Commission on Teacher Credentialing.

Creates and monitors memorandum of understanding, contracts and other agreements with various agencies.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; develops procedures for committees in coordination with Department staff and community Program staff.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for the Inclusion Collaborative program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Facilitates and organizes special events, including the annual retreat, monthly Inclusion Collaborative meetings, department meetings, strategic plan and Warmenhoven Institute Advisory Board; creates agendas and maintains minutes of meetings as required.

Operates a computer and other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; facilitates meetings and coordinates the development of collaborative projects with other SCCOE departments, including grants, community agencies and other educational institutions.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Title V regulations.

Child Care licensing requirements.

IDEA Part B and C program procedures and requirements.

Early Childhood Special Education regulations.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct inclusion programs throughout the County.
Develop and implement Inclusion program goals, strategic plans, objectives, policies and procedures.
Facilitate, plan, develop, implement and maintain community partnerships with school districts, early child care programs, and community and State agencies.
Develop, plan and implement professional development seminars for early childhood programs and school district, County, State and national level.
Conduct training programs on a variety of subjects related to supporting inclusion in early learning environments and the community.
Design and coordinate Inclusion Collaborative website and marketing materials including training flyers and brochures.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
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 timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree with coursework in education or education administration or related field and four (4) years increasingly responsible program administration experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Special Education Teaching Credential
Valid California Administrative Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

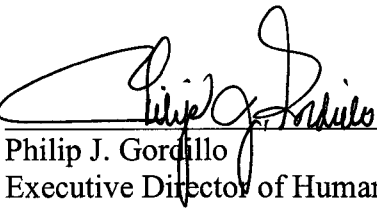
Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Approved:  _____ 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources