

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR- CALIFORNIA COALITION FOR INCLUSIVE LITERACY

BASIC FUNCTION:

Under the direction of Director III – Inclusion Collaborative in coordination with CAST’s Professional Learning Team, coordinates, develops and implements Universal Design for Learning (UDL), with an emphasis on inclusive literacy instruction. The Coordinator co-designs and delivers CAST’s professional learning opportunities to County Office of Education staff, both Santa Clara and San Joaquin County, supporting the process of designing, piloting, coaching and continuous improvement to ensure all learners (students and educators) become expert learners; provides technical, specialized, consultative, advisory and planning services, addition to acting as liaison for Santa Clara and San Joaquin County Offices and partners regarding UDL and inclusive literacy supports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaboratively designs, pilots and evaluates innovative professional learning opportunities for educators, including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual training, school site visits and coaching.

Coordinates, facilitates and structures work with coaching team to ensure they define and meet their goals, and receive needed supports.

Supports coaches to use and teach systems for reflection, including examination of student work, analysis of lesson artifacts and analysis of classroom video data to measure progress in the application of UDL in their practices.

Collaborates with the CAST Program Evaluator to measure changes in educator beliefs, knowledge and skills, and in student thinking and outcomes.

Designs, pilots and evaluates innovative professional learning materials (at the resource, activity and workshop level).

In collaboration with the CAST Professional Learning Team: collaboratively designs and disseminates CAST free resources and webinars; identifies needs in the field and designs/creates resources to meet those needs; collaboratively plans, executes, and evaluates the annual UDL Symposium; and other responsibilities as needed to collaboratively support the work of the CAST Professional Learning Team.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Core concepts and basic neuroscience of UDL;
Relationship of UDL to teachers’, schools’ and districts’ current curriculum and instructional practices;

Pedagogy of literacy acquisition of students and coaching principles to implement;
Reflective practice and its implication on continuous improvement;
K-12 curriculum and public school environments;
Current trends and issues in California public education, including accountability systems and systems of support;
Training methods, program planning, instructional techniques, adult learning and group facilitation dynamics;
Collecting and assembling data and navigating software systems;
Applicable laws, codes, regulations, policies and procedures;

ABILITY TO:

Work collaboratively as a member of a team;
Coach others using innovative pedagogical methods;
Communicate effectively including listening, demonstrating respect for differing opinions, and clarity of expression;
Support reflective practices;
Research, develop, coordinate and assess staff development and planning;
Provide technical, specialized, consultative, advisory and planning services;
Provide direction and leadership to interpret data in the development and implementation of UDL and inclusive literacy supports;
Serve as a resource to County Office of Education staff and partners;
Prepare comprehensive narrative and statistical reports;
Operate a computer and assigned office equipment;
Meet schedules and timelines;
Work independently with little direction;
Maintain records and files;
Plan and organize work;
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Master's degree in Education; ten (10) or more years K-12 teaching/coaching/administrative experience specifically related to inclusive education settings; experience working with adult learners and familiarity with best practices in training and coaching adults.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching or Pupil Personnel Services Credential
Valid California driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings or conferences
Travel as needed

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentation; 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.

Approved:

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Larry Oshodi	Date
Assistant Superintendent-Personnel Services	

Authorized:

DocuSigned by: <i>Mary Ann Dewan</i> <small>72890FED1E52493</small>	1/27/2021 1:09 PM PST
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Mary Ann Dewan, Ph.D.	Date
County Superintendent of Schools	