

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – DISTRICT SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES AND SPECIAL POPULATIONS

BASIC FUNCTION:

Under the direction of the Director III-LCAP Advisory Services in the Equity and Educational Progress Division (EEDP), the Coordinator will support LCAP and Differentiated Assistance (DA) work; researches, plans, designs and implements technical support to both community and district partners supporting local improvement and planning efforts related to Students with Disabilities and other special populations, as needed; works with schools and districts to provide technical support, including legal mandates, data analysis, online tools and research on data driven best practices and serves as a technical resource and liaison to the Santa Clara County Office of Education and partners regarding inclusive education and service to special populations at the local, State and national level.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists the Directors of LCAP Advisory Services and Differentiated Assistance and District Support with organizing and directing activities and operations; participates in the development and implementation of departmental policies and procedures; collaborates and leverages resources with partnering agencies and organizations; provides leadership, coordination and oversight of projects within the LCAP and DA work that focus on Students with Disabilities; assists with research and the development of new innovative resources to support inclusive education.

Advocates for inclusive education through support and interpretation of data, legal mandates, on-site support and technical assistance, utilizing social media and online learning platforms to ensure equitable practices at the school site level.

Supports funding opportunities by providing research, background and innovative designs using academic technology to provide access and increase the user experience.

Provides leadership and technical support to staff; develops and implements staff development opportunities on a variety of topics that support special populations.

Provides technical support and trainings on Universal Design for Learning (UDL), Co-Teaching utilizing UDL, Data Collection and Interpretation to support Professional Learning Communities, LCAP and DA teams, and to support district administrators and teaching staff.

Provides technical support and trainings on the implementation of Continuous Improvement Science with a specific focus on Students with Disabilities, and designs for learning, to support administrators and teaching staff.

Utilizes technology, graphic software and online platforms, designs and implements online courses utilizing designed thinking components that support Universal Design for Learning.

Establishes and maintains working relationships between local school district partners and other SCCOE departments, providing technical support and assistance for inclusive education; participates in meetings, staff

developments and trainings for LEAs and other SCCOE departments as needed regarding inclusive education requirements and best practices.

Operates a computer and assigned software programs; researches new technology and innovative tools to support inclusive education; operates other office equipment as assigned.

Maintains feedback of inquiries and receives feedback on technical support provided through ongoing evaluations; monitors, analyzes and shares data collected for continuous improvement.

Facilitates meetings (both in person and ZOOM), creates agendas, and maintains minutes for Inclusion Collaborative meetings with partners.

Reviews recent research and trends in inclusive education; evaluates and disseminates information concerning newly developed materials and equipment.

Responds to inquiries, issues and concerns regarding inclusive practices; communicates with administrators, personnel, and outside agencies to coordinate activities, resolve issues and conflicts, and exchange information; advises on inclusive program goals and objectives.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LCAP and Differentiated Assistance requirements;
Familiar with the statewide Systems of Supports;
Training and experience in Improvement Science and similar designs for continuous improvement;
School operations and provision of education services for students birth to 22 years of age;
Research and knowledge of evidence-based practices to support inclusive education;
Federal, State and local laws, regulations and policies pertaining to inclusive education;
IDEA Part B and C program procedures and requirements;
Managing programs and projects;
Facilitating group activities;
Developing and delivering face-to-face presentations and online learning courses;
Establishing procedures and priorities;
Grant application processes and management;
Analyzing, interpreting and sharing data for assessment and continuous improvement;
Adult learner development;
Universal Design for Learning;
Continuous Improvement Science;
California Common Core Connectors;
Practices and procedures related to the teaching profession;
Oral and written communication skills;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software; ability to research innovative technology;
Health and safety regulations;
Record-keeping and report preparation techniques;
Person-First Terminology.

ABILITY TO:

- Provide effective feedback in designing and implementing improvement plans (LCAP and DA);
- Plan, coordinate, design and implement programs and activities to provide technical support for inclusive education;
- Serve as technical resource and liaison to professional organizations and community partners;
- Communicate effectively both orally and in writing;
- Maintain confidentiality of organizational information;
- Design and implement oral and online trainings/courses;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and timelines;
- Maintain records and prepare reports;
- Analyze situations accurately and adopt an effective course of action;
- Interpret, apply and explain laws, regulations, policies and procedures as related to assigned activities;
- Provide staff development and technical assistance of assigned staff;
- Operate a variety of office equipment, including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in Education, Special Education, Academic Technology, Design Thinking or closely related field and four years of increasingly responsible leadership experience, specifically related to inclusive education settings or work with special populations.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Special Education Teaching Credential
- Valid California Administrative Services Credential
- Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

- Office or classroom 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;
- Seeing to read fine print, prepare and proofread documents.

Approved: Anisha Munshi 11/5/19
 Anisha Munshi, Ed.D. Date
 Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 11/5/19
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools