

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR – INCLUSION EDUCATION TECHNICAL SUPPORT

#### BASIC FUNCTION:

Under the direction of the Director II – Inclusion Collaborative, researches, plans, designs and implements inclusion education technical support provided by the Inclusion Collaborative to both community and district partners supporting inclusive education throughout the state and utilizing continuous improvement; works with partnering entities providing technical support, including legal mandates, data analysis, online tools and social media platforms, research on data driven best practices, design of both online and face-to-face learning experiences, and interpretation of CDE mandates that both promote and support high quality inclusive education; serves as a technical resource and liaison to the Santa Clara County Office of Education and partners regarding inclusive education at the local, State and national level.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Assists the Director with organizing and directing the activities and operations of the Inclusion Collaborative; 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 Inclusion Collaborative projects; 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.

Supports grant project requirements by preparing and developing grant applications; provides ongoing data and written reports per grant requirements, including expenditures and grant activities; prepares and maintains records and reports related to assigned programs, services and other activities.

Develops, plans and monitors programs, events and projects within the Inclusion Collaborative and serves as a liaison to partners regarding inclusive education at the local, State and national level; coordinates training for multi-agency staff; participates in the development of collaborative projects with other departments and community agencies.

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

Provides technical support and trainings on SIRAS, SEIS, and legal mandates and laws pertaining to Individual Education Programs (IEPs), to support administrators and teaching staff.

Provides technical support and trainings on the Reclassification of English Language Learners for students with disabilities, utilizing alternate assessments of English language proficiency, and following CDE and federal mandates to support administrators and teaching staff.

Provides technical support and trainings on Universal Design for Learning (UDL), Co-Teaching utilizing UDL, Data Collection and Interpretation to support Professional Learning Communities, Common Core State Standards, Essential Elements, and Common Core Connectors, to support administrators and teaching staff.

Provides technical support and trainings on specific curriculum resources to support and align inclusive education needs of partners, including Unique Learning System, System 44, Equals Math, First Author, Readtopia, etc.

Provides technical support and trainings on the implementation of Continuous Improvement Science and design for learning, to support administrators and teaching staff.

Utilizing technology, graphic software and online platforms, designs and implements online courses utilizing Design Thinking components that support Universal Design for Learning.

Provides technical support for Inclusion Collaborative department marketing and media activities to promote and support inclusion Collaborative Activities, to include PSA development, Social Media use and website design.

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, ZOOM, and Google Meet); 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 exchanges information; advises on inclusive program goals and objectives.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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:**

Organize and support day-to-day operations of the Inclusion Collaborative;  
Plan, coordinate, design and implement program 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 Learning or closely related field and five years of increasingly responsible leadership experience, specifically related to inclusive education settings.

**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 12/6/18  
Anisha Munshi, Ed.D. Date  
Director-Human Resources

Authorized: Mary Ann Dewan 12/6/18  
Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools