

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR II – INCLUSION COLLABORATIVE**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Student Services and Support Division, oversees, plans, organizes and directs inclusion programs throughout the State and 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 continuous support for inclusive programs in Santa Clara County and technical assistance across the state; creates and maintains Inclusion Collaborative Statewide technical assistance for Supporting Inclusive Practices (SIP), Statewide Inclusion Collaborative Conference marketing materials and web site; oversees and assures implementation of Local Early Education Planning Council, AB 212 California Department of Education Retention Grant, Transitional Kindergarten Stipend Initiative Project and Child Signature Program/Race to the Top (CSP/RTT) Assessment coordination; monitors, supervises and evaluates the performance of assigned personnel; and performs related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversees, plans, organizes and directs inclusion programs throughout the County; develops and implements program goals, 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 California Department of Education, Special Education Division, SIP Project, FIRST 5 Santa Clara County CSP/RTT, Early Learning Master Plan, Educare, Franklin-McKinley Children's Initiative and other initiatives.

Oversees, coordinates, and manages the development for the professional development seminars for early childhood programs and school districts across the state; 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.

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

Facilitates and coordinates the availability and ongoing support for inclusion programs in Santa Clara County and statewide; 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.

Oversees the creation and maintenance of Inclusion Collaborative, SIP and Statewide Inclusion conference marketing materials and web site; develops age-appropriate supplemental materials,

including compact disks, internet applications, DVDs and modules aligned with preschool foundations and California Common Core State Standards for children with and without disabilities.

Directs, designs and leads the Statewide Technical Assistance Center for the Supporting Inclusive Practices Project (SIP) and the Statewide Inclusion Collaborative Conference; establishes, designs and leads the Statewide Technical Assistance Hub for the California Department of Education (CDE) Special Education Division Supporting Inclusive Practices Project (SIP).

Leads the identification, recruitment and evaluation of SIP staff, in collaboration with CDE; identifies and formalizes agreements with identified school districts across the state that will serve as SIP participants; collaborates with SIP district leaders in the development and implementation of district individualized action plans, institutes, Community of Practice and other resources.

Oversees resource and tool selection/development to utilize with district partners to increase inclusive practices; leads the establishment and facilitation of a statewide community of practice for all participating districts; leads the design and implementation of the inaugural SIP institute for participating districts; oversees the development and preparation of all reports and support documentation to be provided to the CDE.

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 Assistant Superintendent-Student Services and Support Division 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 procedure 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.

Oversees the development and preparation of the annual preliminary budget for the Inclusion Collaborative, SIP and Statewide Conference; analyzes and reviews budgetary and financial data; control and authorizes expenditures in accordance with established limitations.

Provides leadership to staff and outside consultants to implement a self-assessment process utilizing established federal protocols; compiles, reviews, analyzes and evaluates outcomes and results and develops informational reports and action plans; presents to the County Board of Education.

Oversees, facilitates and organizes special events, including the annual retreat, statewide conference, institute, community of practice, 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 oversees the development of collaborative projects with other SCCOE departments, California Department of Education, CCTC, 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;  
Federal and State program regulations, performance standards and policies applicable to the management and administration of assigned programs;  
IDEA Part B and C program procedures and requirements;  
Early Childhood Special Education regulations;  
California Commission on Teacher Credential Teaching Standards;  
Inclusive Practices;  
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

**ABILITY TO:**

Plan, organize and direct inclusion programs throughout the county and state;  
Direct, develop and implement Inclusion program goals, strategic plans, objectives, policies and procedures;  
Oversee, facilitate, plan, develop, implement and maintain community partnerships with school districts, early child care programs, and community and state agencies;  
Direct the development, planning and implementation of professional development seminars for early childhood programs and school district programs at the County, State and national level;  
Forecast and identify important on-going trends and long-term planning for the program;  
Lead and coordinate project or program staffing and budget expenditures;  
Oversee and direct training programs on a variety of subjects related to supporting inclusion in early learning environments, schools and the community;  
Oversee the design and coordination of the 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 including working in inclusive education settings for at least two (2) years.

**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: Anisha Munshi 9/24/18  
Anisha Munshi, Ed.D. Date  
\*Director-Human Resources

\*Authorized by the County Superintendent of Schools \_\_\_\_\_

Revised 2/17/16: reporting structure  
Revised 2/13/17: references to EPIC removed; references to monitoring credential program  
Revised 10/1/18: Changed Chief Schools Officer to Assistant Superintendent-Student Services and Support Division