

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – CONTINUOUS IMPROVEMENT (SELPA)

BASIC FUNCTION:

Under the direction of an assigned supervisor, works collaboratively with the Statewide System of Support (SSOS), other County Offices of Education (COEs), Special Education Local Plan Areas (SELPAs), districts, charter schools, and external partners to build the capacity of the system at the local and regional levels and improve outcomes for students with disabilities; provides technical, specialized, consultative, advisory and planning services; provides coordination and leadership in state initiatives; serves as a resource to local education agency (LEA) staff, state and federal agencies, and other educational partners.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Effectively builds the capacity of LEAs to improve outcomes for Students with Disabilities (SWD) and support their families.

Extends equity of access to high quality technical assistance and resources statewide.

Provides support to both LEAs with identified needs, including LEAs identified by the California Department of Education (CDE) as needing assistance through Compliance, Improvement and Monitoring (CIM) and Differentiated Assistance (DA), as well as those who opt-in for continuous improvement support.

Develops, supports, and participates in a robust communication network amongst all entities in the Statewide System of Support, including the state agencies and other leads.

Establishes qualitative and quantitative goals to evaluate the capacity built within LEAs statewide to provide high-quality assistance and expertise to member LEAs across multiple measures.

Participates in a network with other agencies serving in the SSOS and serves as a conduit in connecting LEAs to the other branches of the system.

Facilitates integration and partnerships across all levels of the system (SELPA, COE, to LEA, to individual classrooms).

Delivers and/or curates effective, meaningful professional development and resources to COEs, SELPAs, districts, and charter schools.

Creates and provides a training and implementation structure to support LEAs and families regarding the development of high-quality, standards-aligned, growth-oriented Individualized Education Program (IEP) IEP goals and services.

Assists in the implementation of the statewide IEP template.

Creates parent/family engagement strategies and supports to assist parents and families in meaningfully participating in the IEP process.

Assists in the curation of evidence-based practices and resources for COE, SELPA, district, and charter school use.

Researches, develops, coordinates, implements and assesses staff development needs in accordance with State and federal mandates and identified needs; develops long and short-term plans; communicates effectively with a variety of stakeholders in a professional and positive manner; designs and delivers content; observes and coaches; coordinates data collection and analysis processes; coordinates statewide initiatives with a variety of stakeholders using technology effectively and employing best practice for professional development and facilitation.

Provides technical, specialized, consultative, advisory, and planning services in assigned area; plans, organizes and provides technical advisory services in the development and implementation of grant activities and deliverables.

Serves as a resource to program representatives across the state; serves as liaison for special assignments; serves as liaison between the State; coordinates State and regional conferences; serves as national, State, and regional lead for other leaders in assigned areas; serves on assigned task forces and committees.

Screens and hires staff developers to conduct grant and/or State-sponsored professional development; collaborates with State representatives to improve the effectiveness and delivery of grant activities and deliverables.

Collaborates with other state partners in research and forum planning; conducts special studies and in-services as needed; researches materials and latest studies in assigned area; maintains current knowledge of educational and leadership literature.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to SELPA and partners in applying for grant programs as assigned by the position.

Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions, and supports to meet identified school and district needs.

Analyzes data relating to outcomes for students with disabilities to identify the area(s) of improvement for LEAs and SELPAs.

Provides technical assistance, on-site support, and coaching to LEAs in the development and implementation of improvement plans with a focus on improving outcomes for students with disabilities.

Collaborates with outside agencies to develop systems of support and assistance for LEAs, SELPAs, and COEs.

Assists LEAs in building capacity and sustaining improvement in outcomes for students through high quality professional learning, on-site and web-based coaching, and individualized technical assistance and support.

Develops and delivers web-based and in-person professional development for the purpose of meeting LEA, SELPA, and COE needs relating to state priorities, analyzing data, and continuous improvement leading to the improvement of LEA instructional programs and practices for students with disabilities.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Principles and practices of educational leadership, including ability to successfully lead change process;
 Continuous improvement approaches, including implementation and improvement science;
 Strategic planning processes and implementation;
 Research, evidence-based systems, and practices for improving student outcomes;
 Effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, and effective instructional strategies/techniques;
 K- 12 curriculum and public-school environments;
 Pedagogical content and specific content of assigned instructional area;
 Current trends and issues in California public education including accountability systems and systems of support;
 Researching, synthesizing, writing, and marketing training programs for assigned instructional area;
 Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;
 Collecting and assembling data and navigating assigned software systems;
 Budget preparation and control;
 Technical aspects of field of specialty;
 Oral and written communication skills;
 Applicable laws, codes, regulations, policies, and procedures;
 Interpersonal skills using tact, patience, and courtesy;
 Operation of a computer and assigned software.

ABILITY TO:

Skills and ability to move a group through conflict and arrive at consensus and shared accountability;
 Analyze data, evaluate program needs; and plan, organize, and implement goals; to communicate effectively with schools, outside agencies, parents, students, and the public;
 Interpret, apply, and explain data;
 Research, develop, coordinate, implement and assess staff development and planning;
 Provide technical, specialized, consultative, advisory, and planning services in assigned area;
 Provide direction and leadership to interpret data in the development and implementation of grant activities and deliverables;
 Conduct special studies and in-services;
 Coordinate large professional development institutes and conferences;
 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;

Maintain records and files;
Prepare comprehensive narrative and statistical reports.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree in education, assigned instructional area, or related field and three (3) years of administrative experience, including increasingly responsible experience conducting and organizing professional development and facilitation activities.

LICENSES AND OTHER REQUIREMENTS:

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

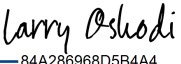
WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours to attend meetings or conferences.

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; sitting or standing for extended periods of time.

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	<div style="display: flex; justify-content: space-between;"> Larry Oshodi Date </div> <p>Assistant Superintendent-Personnel Services</p>

Authorized:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <small>DocuSigned by:</small>  <small>72890FED1F52493...</small> </div> <div style="text-align: right;"> 5/10/2023 11:47 AM PDT </div> </div>
	<div style="display: flex; justify-content: space-between;"> Mary Ann Dewan, Ph.D. Date </div> <p>County Superintendent of Schools</p>