

**CLASS TITLE: DIRECTOR III – INCLUSION COLLABORATIVE**

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**BASIC FUNCTION:**

Under the direction of the Associate Superintendent-Equity & Educational Progress Division, oversees, plans, organizes and directs inclusion programs throughout the State and County; develops, plans and implements professional development, including training, coaching and technical assistance for community agencies, early childhood programs, and school districts, at the 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. Implements and sustains activities such as the Inclusion Collaborative Statewide Conference, Ways 2 Equity Playbook local and statewide activities and participation on the Statewide System of Support as Equity Lead representative. Participates and supports community initiatives and entities, such as Quality Matters...a Strong Start for Kids, Quality Counts California Workforce Initiatives, Parents Helping Parents, local higher educational institutions, and community agencies, among others. Provides oversight and leadership for the Inclusion Support Warmline, the SCCOE Makerspace and the Inclusion Collaborative fee for service model. 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 support of inclusive settings according to established Inclusion Collaborative vision, mission and guiding principles; assures alignment of Program goals and objectives with California Department of Education, Special Education Division, FIRST 5 Santa Clara County, Early Learning Master Plan, Educare, Franklin-McKinley Children's Initiative and other initiatives.

Oversees, coordinates, develops and manages professional development training, coaching and technical assistance for early childhood programs, community agencies and school districts across the State; conducts training programs on a variety of subjects related to supporting both inclusive and equitable practices for all students; 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 contracts, the CA Statewide System of Support 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; supports and maintains the SCCOE Makerspace and its functions, 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, implementation and maintenance of the Inclusion Collaborative, Statewide Inclusion Conference, including marketing materials and web site; and the Statewide System of Support

Equity Lead activities to support the Ways 2 Equity Playbook. Develops age-appropriate supplemental materials and resources, including tool kits, playbooks, internet applications, and online courses/modules aligned with preschool foundations and California Common Core State Standards for children with and without disabilities.

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 Associate Superintendent-Equity & Educational Progress 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 partners.

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 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 Warmenhoven Advisory Board Retreat, statewide conference, institutes, community of practices, quarterly Inclusion Collaborative community meetings, department meetings, strategic planning meetings and Warmenhoven 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, and First 5, 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;

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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 childcare programs, and community and state agencies;  
 Direct the development, planning and implementation of professional development professional development 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 of increasingly responsible program administration experience including experience in inclusive education settings for at least two (2) years. Site or district leadership experience strongly preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Special Education Teaching Credential

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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

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*Larry Oshodi*  
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10/14/2021 | 9:32 AM PDT

Approved:

Larry Oshodi  
Assistant Superintendent-Personnel Services

Date

- 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
- Revised 10/20/20: Changed reporting structure to Assistant Superintendent-EEPD; changed from Director II to III
- Revised 10/14/21: Duties modified throughout job description