

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INCLUSION SERVICES SPECIALIST - SENIOR

BASIC FUNCTION:

Under the supervision of the Director II - Inclusion Collaborative, leads and participates in a wide variety of complex duties in support of Inclusion Services professional development functions for the Santa Clara County Office of Education; assures the development and implementation of multiple program components including budget development, conference planning, professional development training and other specialized areas; trains and provides work direction to assigned staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a wide variety of complex duties in support of Inclusion Services professional development functions; assures the development and implementation of multiple program components including budget development, conference planning, professional development training on credentials and other specialized areas.

Trains and provides work direction to assigned staff.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Develops, monitors and revises budgets as assigned; generates reimbursements to submit for manager approval; submits timesheets, receipts and invoices as assigned.

Assists with the set-up of assigned events, monitoring registrations and conference payments, correspondence with participants, waitlist management and attendance tracking; facilitates registration of participants for program aspects such as the credential program, conferences, meetings and professional development trainings.

Maintains, compiles, prepares and submits contracts and forms for processing payroll, travel and expenses for professional experts as assigned.

Coordinates functions for statewide projects, conferences, education specialist credentials, professional experts and other program initiatives as assigned.

Assists in the coordination of and performs training and meeting preparations including sign-in sheets, generating event room signage, name tags, room set-up, participant materials and placing catering orders.

Processes, deposits, and tracks payments including training and conference fees, product sales, tuition, grant payments, contract payments and donations.

Assists with clerical duties as assigned; attends meetings as required and takes meeting minutes.

Orders materials and supplies as needed; maintains records of purchase orders, invoices and expenses to date and logs for programs as requested.

Facilitates and participates in various committees for conference planning.

Generates multiple schedules and books conference rooms accordingly for specific events; maintains and updates calendars.

Operates a variety of standard office equipment including a projector, fax, copier, computer and assigned software programs.

Explains, interprets and clarifies program regulations and guidelines; promote program objectives.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper use of English language, grammar, punctuation, vocabulary and composition.

Basic research methods, procedures and techniques.

Basic preparation methods for reports, summaries and presentations.

Early Childhood, Special Education and K-12 education functions and procedures related to professional development within the program.

State and grantor regulations relevant to program operations.

Operating standard office equipment and a computer.

Word processing, database and software applications as assigned.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles of training and providing work direction to others.

Record-keeping and report preparation techniques.

Event coordination processes.

Teacher credentialing processes and procedures.

Basic math.

ABILITY TO:

Learn, interpret and apply policies, laws, rules, regulations and objectives of the County Office of Education and the specific requirements of programs, projects and conferences.

Assist in preparing and monitoring various program records as assigned.

Apply basic mathematical skills.

Utilize reasoning to define problems, collect data and recommend improvements or enhancements based on data.

Train and provide work direction to assigned staff.

Establish and maintain cooperative working relationships with others.

Communicate effectively both orally and in writing.
Operate a variety of office equipment, a computer and assigned software.
Learn general and specialist software applications to support program.
Prepare, monitor and evaluate program budgets and expenditures according to grant funding guidelines.
Write reports, summaries and prepare presentations as requested.
Perform event coordinating duties and tasks.
Type and enter data at an acceptable rate of speed.
Perform basic math.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in childhood education, child development, education, or a related field, and three years of experience working in public relations, special events coordination or professional development and education credentials.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to read a variety of a materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Lifting, carrying, pushing and pulling moderately heavy objects as needed.
Reaching overhead and above shoulders to retrieve materials.

Approved by Personnel Commission: December 14, 2016



Kristin Olson
Director-Classified Personnel Services

Date: 12/14/16