

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: INCLUSION TRAINING SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, provides on-site coaching, planning and support to community programs, districts and the Santa Clara County Office of Education Special Education programs with a continuum of inclusion opportunities for children with special needs and disabilities, birth to 12<sup>th</sup> grade using evidenced based practices; supports programs to develop action plans based on root cause analysis, and provides professional development seminars to community programs, districts and the County Office Special Education programs across the state.

#### **REPRESENTATIVE DUTIES:**

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

Provides on-going training and support to Inclusion programs within school districts and community agencies through observations, assessments, and follow-up recommendations; develops and implements Inclusion program goals, strategic plans, objectives, policies, and procedures; assists in the organization and implementation of inclusive practices locally and across the state.

Facilitates, plans, develops, implements, and maintains community partnerships with school districts, early childcare programs and community agencies to promote successful Inclusive practices.

Develops, plans, and delivers trainings on various topics related to supporting inclusion and early care environments for birth to 12<sup>th</sup> grade; maintains current evidence-based practice and information to support trainings.

Develops and maintains age-appropriate supplemental/adapted broad-based materials including books, web-based resources, DVDs and modules that align with Infant/Preschool Learning Foundations and Common Core State Standards for children with and without special needs or disabilities.

Provides classroom observations, on-site coaching visits, phone consultations, webinars, professional development based on infant/preschool learning foundations, common core state standards, universal design for learning, multi-tiered systems of support; develops resources and materials for teachers, administrators, programs, and districts based on the needs identified through these venues and data from evaluations.

Develops an evaluation plan to determine the effectiveness of coaching, on-site support, professional development, and ongoing technical services.

Coordinates and facilitates meetings and participates in the development of collaborative projects with other County Office departments, community agencies or other instructional institutions including teachers, master teachers, Special Education Directors, and Child Development Program Director permit level staff; meets with district representatives to provide observations and feedback to Inclusion classrooms; meets to discuss starting Inclusion practices at Inclusion sites.

Updates Inclusion Collaborative website and marketing materials, including entering person first pledges, training flyers and brochures; communicates with other County Office departments to discuss needs for flyers, marketing, and seminar materials.

**Inclusion Training Specialist - continued**

Develops procedures for committees in coordination with department staff and community program staff; maintains active role in Inclusion Collaborative Programs and serves as Chair on committees as assigned.

Operates a computer and assigned software programs; operates other office equipment as assigned.

Consults and collaborates with administrators, teachers, psychologists, principals, parents, district representatives and community agencies about individual student concerns and successes in Inclusion environments; communicates with the Superintendent's office to plan and implement evaluation procedures for collecting data for seminars and other Inclusion collaborative projects, as necessary.

Maintains records of inquiries and receives feedback on support given through ongoing evaluations.

Facilitates meetings, creates agendas, and maintains minutes for meetings at Inclusion sites, school district or other locations both in the county and across the state.

Responds to inquiries, issues, and concerns regarding the Inclusive practices; communicates with administrators, personnel, and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; advises on Inclusion program goals and objectives.

**OTHER DUTIES:**

Performs related duties as assigned

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

**KNOWLEDGE OF:**

- Typical and atypical development for children from birth to 12<sup>th</sup> grade;
- Curriculum development for both the general education and preschool education;
- IDEA Part B and C program procedures and requirements;
- Adult learner development;
- General education and special education for children from birth to 12<sup>th</sup> grade;
- Practices and procedures related to the teaching profession;
- Childcare program licensing requirements;
- Evidence-based practices including State guidelines for children birth to 12<sup>th</sup> grade;
- Oral and written communication skills;
- Interpersonal skills using tact, patience, and courtesy;
- Operation of a computer and assigned software;
- Health and safety regulations;
- Record-keeping and report preparation techniques;
- Person First Terminology

**ABILITY TO:**

- Provide on-going training and support to Inclusion programs within school districts and community agencies through observations, assessments, and follow-up recommendations within the county and across the state;
- Develop and implement Inclusion program goals, strategic plans, objectives, policies, and procedures;
- Facilitate, plan, develop, implement, and maintain community partnerships with school districts, early childcare programs and community agencies to promote successful Inclusion environments and practices;

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Update Inclusion collaborative website and marketing materials including training flyers and brochures;  
Communicate effectively both orally and in writing;  
Follow and assure compliance with health and sanitation requirements;  
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;  
Meet schedules and timelines;  
Work independently with little direction;  
Plan and organize work;  
Oversee and participate in the preparation and maintenance of records and 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 bachelor's degree in education or closely related field, three years of special education/general education classroom experience in inclusive settings coaching or teaching. Master's or Doctorate preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Educational Specialist Instruction Credential  
Valid California driver's license  
Valid Program Director Child Development Permit or Administrative Credential\*

\*Applicants enrolled in an Administrative Services Credential program may be considered.

**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 keyboard (e.g., take notes and write observation summaries);  
Incumbent standing for long periods of time (up to 4 hours);  
Reach with hands and arms overhead, above the shoulders and horizontally;  
Stoop, kneel, or crouch;  
Lifting, moving, and transporting office/training materials, weighing up to 40 pounds;  
Seeing to read fine print, prepare and proofread documents.

**Inclusion Training Specialist - continued**

DocuSigned by:  
*Larry Oshodi* 7/27/2022 | 4:47 PM PDT  
Approved: 84A286968D5B4A4...  
Larry Oshodi Date  
Assistant Superintendent – Personnel Services

Revised 2/9/17: removed references to EPIC  
Revised 5/1/17: changed Requirements from Child Development Site Supervisor Permit to Program Director Child Development Permit  
Revised 7/27/22: changed reporting structure and modified Licenses and Requirements