

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, EARLY CHILDHOOD INCLUSION
EDUCATIONAL SERVICES DIVISION**

JOB SUMMARY:

Under the supervision of the Executive Director, Special Education and Instruction, plan and lead efforts to expand access to high quality inclusive early learning opportunities for young children with identified disabilities in San Mateo County.

ESSENTIAL DUTIES:

- Plan, organize and manage the implementation of SMCOE's Inclusive Education Expansion Project (IEEEP) grant;
- Develop subcontracts / partner agency agreements needed to implement the IEEEEP and/or other early childhood inclusion efforts;
- Provide consultation and technical assistance to subcontractors / partner LEA's, administrators, early childhood providers, and other agencies as needed to implement the IEEEEP and/or other early childhood inclusion efforts and achieve initiative goals;
- Partner with SMCOE's state preschool manager on all aspects of IEEEEP grant management and implementation;
- In collaboration with members of SMCOE's Early Learning Support Services team, develop and deliver professional development and coaching opportunities which promote quality inclusive practices in early childhood settings;
- Coordinate and facilitate communications, meetings, reporting functions, partnerships and information distribution related to early childhood inclusion in San Mateo County;
- Manage all IEEEEP budget activities, including oversight of partner agency budgets and timely completion of CDE mandated budget reports;
- Respond to inquiries related to implementation of IEEEEP in San Mateo County, assure proper and timely resolution of issues or concerns related to initiative, and modify services to ensure compliance with required standards;
- Support implementation of policies and practices that strengthen relationships between special and general educators; establish high, developmentally appropriate expectations; and provide for meaningful access to and engagement in quality early learning opportunities;
- Develop and implement training, coaching and other technical assistance activities to enhance educational effectiveness and student learning related to increasing outcomes for young students with disabilities;
- Respond flexibly to support district and other agency leaders to identify and address barriers to achieving high quality inclusive programming for young learners, with a focus on district and other partners participating in SMCOE's IEEEEP consortium;

Coordinator, Early Childhood Inclusion

- Attend and participate in a variety of meetings, task forces, seminars, in-services and conferences as directed;
- Maintain current knowledge of educational methods, research, practices and standards related to quality early childhood education and related laws, codes, and regulations;
- Supervise and evaluate the performance of assigned personnel;
- Perform other duties as assigned.

KNOWLEDGE OF:

- Applicable policies, procedures, laws and regulations including: Title 5, Title 22, and IDEA Parts B and C;
- National, state, and local initiatives that support high quality / inclusive early learning practices including: MTSS, Quality Rating and Improvement, UDL, Inclusion Works!, California Embedded Instruction project; Teaching Pyramid;
- Community and local government agencies which support the delivery of quality early learning programs.

SKILLS AND ABILITY TO:

- Communicate effectively verbally and in writing;
- Scaffold supports to administrators, teachers and other early childhood professionals in a manner that builds their capacity to design and deliver quality inclusive practices in early learning settings;
- Support early childhood providers to create a unified system for all children by blending knowledge of rules, regulations, funding sources, and best practices from the fields of early childhood education AND early childhood special education;
- Establish and maintain cooperative and effective working relationships with others;
- Collaborate effectively as part of a team;
- Establish agendas and facilitate meetings with positive outcomes;
- Monitor and evaluate implementation progress and effectiveness of services provided;
- Manage all parts of assigned budget;
- Prepare and maintain a variety of records and reports related to professional development, training, meetings, grants and assigned duties in a timely manner;
- Develop and deliver high quality professional development opportunities;
- Serve as a reference and resource to parents, school staff, administrators and outside agencies;
- Perform other duties as assigned.

LICENSES AND OTHER REQUIREMENTS

- Master's degree or equivalent from an accredited college or university in special education or a job-related area
- Minimum of five (5) years teaching experience in Special Education

Coordinator, Early Childhood Inclusion

- Minimum of two (2) years experience in an educational leadership role
- Valid Clear Administrative Services Credential
- Valid Special Education Credential
- Valid California Driver's License
- Experience in developing and/or supervising inclusive early learning programs preferred
- Child development permit or coursework in early childhood development desired

WORKING CONDITIONS:

- Indoor and outdoor work environment;
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.