

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, INCLUSIVE EDUCATION**

BASIC FUNCTION:

Under the direction of the Curriculum and Instruction Services Executive Director, plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of high quality inclusive practices for local school districts to Inclusive Education and achievement for all students. Inclusive Education at SMCOE means connecting all students to rich grade-level standards-based core instruction. The Coordinator, Inclusive Education will work primarily with general education teachers and leaders to acknowledge the variability of learners and expand the instructional strategies available to support student learning.

ESSENTIAL DUTIES:

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources and support functions of Inclusive Education for local school districts to enhance student learning and achievement for all students;
- Plan, design, develop, implement, coordinate and conduct training and professional development activities for faculty, staff and administrators concerning the Universal Design for Learning (UDL) framework, Multi-Tiered Systems of Support (MTSS) framework, and inclusive educational best practices;
- Prepare and deliver oral presentations and explain related content, curriculum, materials, assessment, principles, theories, standards, guidelines, requirements, practices, procedures and techniques;
- Collaborate with the English Learner Services Coordinator to support ELD practices, as well as the SELPA to support inclusive practices;
- Provide consultation and technical assistance to school districts, faculty, administrators, staff and others concerning Inclusive Education;
- Serve as a liaison and coordinate communications, activities and information related to inclusive educational practices between County Office administrators, personnel, school districts, outside organizations, governmental agencies and the public; establish, support, facilitate and maintain partnerships;
- Maintain current knowledge of educational methods, practices and standards related to pertinent laws, codes, regulations, policies and procedures;
- Train and provide work direction and guidance to assigned personnel as required; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested;
- Participate in researching, obtaining and maintaining grants and other funding sources for assigned programs and school support services as assigned;
- Prepare proposals and assist with developing and maintaining contracts as required.
- Coordinate and participate in a variety of meetings including task forces, seminars, in-services and conferences as directed;
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The Universal Design for Learning (UDL) framework and the application of the framework on lesson design and delivery.
- Multi-Tiered Systems of Support (MTSS) framework and how to improve student outcomes through the implementation of tiered supports.

- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement;
- Practices, procedures and techniques involved in the development and implementation of professional development activities;
- California State Standards, interpretation and application in diverse instructional contexts;
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students;
- Local, State and federal standards and requirements governing Special Education and Inclusion;
- Oral and written communication skills;
- Basic budget preparation and control;
- Applicable laws, codes, regulations;
- Operation of a computer and assigned software.

ABILITY TO:

- Facilitate groups in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Communicate effectively both orally and in writing;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

REQUIRED QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Master's degree in Educational Leadership, Curriculum, Special Education, or related field from an accredited college or university
- Minimum 5 years teaching experience
- Experience providing instructional coaching and professional development to adults
- Increasingly responsible administrative experience working with educational programs and services

DESIRED QUALIFICATIONS:

- Site administrator or district office administrator experience
- Special Education teaching experience
- Certifications in UDL, and/or MTSS

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential (or willingness to enroll in a program)
Valid Teaching Credential

WORKING CONDITIONS:

ENVIRONMENT:

Indoor 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.