

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Seeds of Partnership**

### **DEFINITION**

Under direction, develops and manages project tasks, budgets, timelines, and reports that are submitted to the California Department of Education (CDE) contract monitor for the Seeds of Partnership; acts as liaison in providing information among partnering agencies; performs a variety of technical, analytical, and support services; performs other duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical staff as assigned.

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Develops and aligns project initiatives with objectives, managing a variety of project tasks, and setting timelines for quality output under the review of the Director; provides a variety of technical assistance and support services involving analysis, monitoring, and evaluation; acts as liaison to maintain effective working relationships with and provide information and expertise to CDE, Local Educational Agencies (LEAs), and Special Education Local Plan Areas (SELPA's), parent centers, and other agencies regarding parent involvement in special education and review of preschool student records for monitoring purposes, preschool Least Restrictive Environment (LRE), and preschool outcomes; facilitates parent input meetings; stays current on parent involvement and early childhood research; delivers training and technical assistance related to parent involvement and early childhood support; assists in developing and maintaining a statewide data collection system of parent input regarding special education programs in order to measure and monitor program activities; participates in the interpretation of findings; disseminates information regarding projects and program activities; interacts and communicates with family engagement centers and organizations; makes recommendations based on data analysis; prepares data and written reports documenting progress and program activities; prepares budgets and assists with fiscal management; assists with recruiting and facilitating the hiring of national expert and local level temporary consultants to provide expertise with parent involvement in special education, preschool LRE and preschool outcomes; creates, reviews and organizes Web-based multi-media materials for presentations; facilitates and attends a variety of meetings and conferences as assigned; prepares and presents program and evaluation reports including statistical summaries and comparisons on trends and issues.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a bachelor's degree or equivalent; Project Management certificate desirable; successful experience implementing project management approaches and processes, and planning and facilitating collaborative meetings; experience providing training and technical assistance in special education related areas; experience participating on special education quality assurance process monitoring teams is desirable; experience working with parents of children with disabilities is desirable; experience in the development, implementation, and evaluation of successful programs including organizing and monitoring projects, managing project budgets, and demonstrated success writing program reports.

#### **Knowledge of:**

Laws regarding special education; state and local special education systems and terminology; grant monitoring guidelines and tools; parent engagement resources and quality practices related to special education

preschool requirements; learning difficulties of children with special needs; community agencies and resources for families, and standard software applications.

**Skill and Ability to:**

Plan, develop, implement, and evaluate educational programs; plan and facilitate group meetings; provide assistance in special education related areas; recruit, train and coach adults in facilitator/moderator techniques and procedures; verify records and prepare reports; work cooperatively and effectively with individuals and groups; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; establish and carry out program evaluation and monitoring procedures; communicate effectively in oral and written form.

**Other Characteristics**

Possession of a valid California driver's license and willingness to travel using own transportation with mileage reimbursed.

Approved by Personnel Commission 6/13/17