

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Inclusive Practices and Integrated Systems

DEFINITION

Under general supervision coordinates activities and technical assistance that promote and advance the implementation of inclusive educational practices within the county and across the state. With a focus on students with disabilities and other diversities, collaborates with Local Educational Agencies (LEAs), educators, higher education partners, and family and community organizations to promote inclusive and integrated systems policies and practices that support the academic success and social-emotional well-being of all students.

DIRECTLY RESPONSIBLE TO

Appropriate Supervisor

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

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

Coordinates the development, implementation, and administration of grants, projects, and special initiatives related to inclusive practices, policies and structures that facilitate student belonging and achievement, including the development, curation, production, and dissemination of resources and activities promoting equity and inclusion for students with disabilities; organizes and coordinates projects, initiatives, and systems of support grounded in the principles of Universal Design for Learning (UDL) and other best practices to assist LEAs in the development and implementation of accessible, culturally relevant, and responsive intervention, prevention, and professional learning that integrates special and general education instruction and supports; plans, develops, implements, monitors, evaluates, and supports programs, projects and technical assistance using a tiered, integrated systems model to promote and enhance the inclusivity and belonging for students with disabilities and other diversities; promotes and provides technical assistance in evidence-based practices, including inclusive education, the Science of Learning and Development, social emotional learning (SEL), Positive Behavior and Intervention Systems (PBIS), restorative justice, and trauma informed practices and coordinated health services for students; develops and facilitates system-level learning and support and collaborates across departments on the delivery of technical assistance to support continuous improvement efforts of Sacramento County LEAs in Differentiated Assistance (DA) that advances outcomes for all students, especially those with disabilities, and other marginalized student groups; provides guidance and support to LEAs in the design and development of a comprehensive system of transformational and inclusive programs to meet student needs; establishes effective communication and coordinates activities across program partners and collaborators to promote an integrated systems approach; attends and participates in a variety of workgroups, meetings, workshops, trainings, seminars, and conferences as assigned; monitors adherence to contract and program requirements, including budgets, completion of deliverables, and required reporting; selects, train, supervises, and evaluates the work of assigned staff; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Teaching Credential that requires a bachelor's degree and student teaching; four years of experience in a public education setting required; Education Specialist Credential and master's degree preferred; desired experience includes teaching English learners, students with disabilities, and other marginalized student groups and implementing inclusive practices in a school setting, successful educational leadership and the coordination and delivery of professional learning and staff development activities.

Knowledge of:

State curriculum standards, frameworks, and multi-tiered system of support models; mentoring practices and effective methods of developing and delivering curriculum and professional learning opportunities;

state and/or federal categorical programs regarding the delivery of services to students with disabilities with the full range of support needs mild to extensive; inclusive educational practices and systems that support the success of all students in the general education environment; current trends and best practices regarding educational equity, family and community engagement; methods to support and meet the needs of a diverse population of students, which includes students with disabilities, multilingual learners, and other priority student populations and the intersectionality of these and other marginalized student groups; teaching and assessment best practices; diverse cultural, educational, and social needs of students and adults; effective communication and collaboration methods and strategies; applicable laws, codes, regulations, policies and procedures related to assigned activities; principles and best practices related to educational data collection and data-driven decision making; principles and practices of effective project management, including day-to-day operations and long-term project development; budget preparation and control; principles of grant management and reporting; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation; standard office equipment, software applications, and video-conferencing platforms.

Skill and Ability to:

Provide coordination, direction, and positive leadership; engage staff and educational partners in collaboration, team participation, creative problem-solving, conflict resolution, and group planning; identify related resources and provide technical, specialized, consultative, advisory and planning services; support classroom, school and district efforts to implement high quality, universally designed instruction within an integrated system of supports model, with a focus on supporting the full range of students with disabilities in inclusive school and classroom environments; plan, develop, and deliver professional learning and technical support to educators; plan and manage complex tasks and multiple projects; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; prepare, monitor, and maintain budgets, and evaluate projects and programs; establish and maintain positive cooperative and effective working relationships with individuals and groups from various cultural and socioeconomic backgrounds; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; effectively transmit knowledge and skills to a variety of educational and community partners; present ideas and concepts clearly and concisely; collect, analyze, and interpret data to support continuous program improvement; guide educational partners in the collection and analysis of data to improve instructional practices and student achievement; comprehend and interpret laws, rules, and regulations, and policies pertaining to programs and services; maintain accurate records and prepare reports; develop and document processes and procedures; assess the effectiveness of school, district, and region-wide programs; organize and prioritize work; use critical thinking skills to analyze situations accurately and adopt an effective course of action; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; meet schedules and timelines; adapt to changing work priorities; integrate the use of technology to enhance job performance; select, train, supervise, and evaluate staff; maintain confidentiality and discretion; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; and willingness to travel regionally and throughout the state as required.