

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

BASIC FUNCTION:

Under the direction of the Executive Director of Curriculum and Instruction Services, the Coordinator of Inclusive Education will plan, organize, coordinate, and implement educational services, professional learning, instructional resources, and support related to high-leverage practices that promote inclusive education and improved outcomes for all students. At SMCOE, Inclusive Education means ensuring all students have access to rich, grade-level, standards-based core instruction. This role will primarily support general education teachers and leaders in recognizing learner variability and expanding instructional strategies to meet diverse student needs. The coordinator plays a key role in advancing educational equity by identifying and addressing instructional barriers, particularly those affecting students with disabilities—especially at the intersection of race, language, gender, and disability.

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, high-leverage 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 Curriculum and Instruction Services team, the SELPA and other departments to support Multilingual practices and to support inclusive, high leverage 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;
 - 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.

- 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;
- Evidence-based practices in curriculum and instruction, particularly high-leverage instructional practices and Culturally Responsive and Sustaining Pedagogy;
- 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
- Site administrator or district office administrator experience

DESIRED QUALIFICATIONS:

- Special Education teaching experience
- Certifications in UDL, and/or MTSS
- National Equity Project Trained and/or comparable

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential
Valid Teaching Credential

WORKING CONDITIONS:

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor work environment
- Driving a vehicle to conduct work
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops.

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone