

**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 partnership
- Participate in researching, obtaining and maintaining grants and other funding sources 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.

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.