

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – DISTRICT SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES AND SPECIAL POPULATIONS

BASIC FUNCTION:

Under the direction of the Superintendent, the Coordinator will coordinate and supervise the district's special services programs, including but not limited to the following:

[REDACTED]

developments and trainings for LEAs and other SCCOE departments as needed regarding inclusive education

Operates a computer and assigned software programs; researches new technology and innovative tools to support inclusive education; operates other office equipment as assigned.

Maintains feedback of inquiries and receives feedback on technical support provided through ongoing evaluations; monitors, analyzes and shares data collected for continuous improvement.

Facilitates meetings (both in person and ZOOM), creates agendas, and maintains minutes for Inclusion Collaborative meetings with partners.

Reviews recent research and trends in inclusive education; evaluates and disseminates information concerning newly developed materials and equipment.

Responds to inquiries, issues and concerns regarding inclusive practices; communicates with administrators,

ABILITY TO:

Provide effective feedback in designing and implementing improvement plans (LCAP and DA):

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