



Assists with CALPADS data monitoring and tracking to report accurate data that affects distribution of Special Education funds and monitoring activities;

Provides technical assistance and advises LEAs in matters related to compliance complaints, mediations,

Local, State and Federal standards and requirements governing transition from Part C to Part B (Early intervening services to school age services);  
 Special education funding model;  
 Common Core State Standards;  
 Web-based IEP systems (e.g., SIRAS, SEIS) and CALPADS information systems;  
 Statewide systems of Supports;  
 Special Education program operations and provision of education services for students from birth to 22 years of age;  
 Grant application processes and management;  
 California Common Core Connectors;  
 Practices and procedures related to the teaching profession;  
 Record-keeping and report preparation techniques.

**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;  
 Design and implement oral presentation and online trainings/courses or other visual presentations;  
 Interpret, apply, and explain laws, codes, regulations, policies, and procedures;  
 Communicate effectively orally and in writing;  
 Apply appropriate interpersonal skills such as tact, patience, and courtesy;  
 Maintain confidentiality of organizational information;  
 Analyze situations accurately and identify potential effective course of action;  
 Maintain records and prepare reports;  
 Resolve conflicts with positive results in a timely manner;  
 Meet schedules and timelines;  
 Work independently with little direction;  
 Provide staff development and technical assistance of assigned staff;  
 Plan and organize work to meet deadlines;  
 Prepare and maintain various records, reports, and files;  
 Utilize computerized information systems, data base and word processing software.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;  
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;  
 Demonstrates emotional intelligence;  
 Models inclusive, effective, and authentic communication;  
 Applies knowledge of the intersectionality of race, equity, and inclusion;  
 Builds and sustains positive, trusting relationships;  
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Master’s degree in Special Education, Education, Psychology, or related field from an accredited college or university; minimum 5 years teaching and/or relevant work experience in special education; increasingly responsible administrative/coordination experience working with educational programs and services.

**LICENSES AND OTHER REQUIREMENTS**

Valid Administrative Services Credential  
Valid Teaching Credential in Special Education or related field  
Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office or classroom environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
Dexterity of hands and fingers to operate a computer;  
Seeing to read fine print, prepare and proofread documents;  
Use and manipulate a computer keyboard and other office equipment;  
Sit and stand for extended periods of time;  
Ability to drive or travel to LEAs and NPS partners throughout greater Bay Area.

Approved:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p style="font-size: small; margin: 0;">DocuSigned by:</p> </div> <div style="text-align: center; font-size: x-small;">/ /</div> </div>	Date
	<p>Larry Oshodi Assistant Superintendent-Personnel Services</p>	
Authorized:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p style="font-size: small; margin: 0;">DocuSigned by:</p> </div> <div style="text-align: center; font-size: x-small;">/ /</div> </div>	Date
	<p>Mary Ann Dewan, Ph.D. County Superintendent of Schools</p>	