

Under the direction of the Associate Superintendent-Equity & Educational Progress Division, oversees, plans, organizes and directs inclusion programs throughout the State and County; develops, plans and implements professional development, including training, coaching and technical assistance for community agencies, early childhood programs, and school districts, at the County, State and national level; facilitates and coordinates the availability and continuous support for inclusive programs in Santa Clara County and technical assistance across the State. Implements and sustains activities such as the Inclusion Collaborative Statewide Conference, Ways 2 Equity Playbook local and statewide activities and participation on the Statewide System of Support as Equity Lead representative. Participates and supports community initiatives and entities, such as Quality Matters

#### ESSENTIAL DUTIES:

Oversees, plans, organizes and directs inclusion programs throughout the County; develops and implements program goals, objectives, policies and procedures related to the support of inclusive settings according to established Inclusion Collaborative vision, mission and guiding principles; assures alignment of Program goals and objectives with California Department of Education, Special Education Division, FIRST 5 Santa Clara County, Early Learning Master Plan, Educare, Franklin-McKinley Children's Initiative and other initiatives.

Oversees, coordinates, develops and manages professional development training, coaching and technical assistance for early childhood programs, community agencies and school districts across the State; conducts training programs on a variety of subjects related to supporting both inclusive and equitable practices for all students; maintains current evidence-based practice information to support trainings and programs at local, state and national level.

Establishes and oversees contracts with funders, grants and contracted agencies that support the work of the Inclusion Collaborative and staff; oversees, maintains and provides budgets and reports for contracts and grants according to established timelines and reporting requirements including California Department of Education grants, FIRST 5 contracts, the CA Statewide System of Support and others as appropriate.

Facilitates and coordinates the availability and ongoing support for inclusion programs in Santa Clara County and statewide; monitors and supports the Inclusion Warm Line and on-site Inclusion Coaches; supports and maintains the SCCOE Makerspace and its functions, implements and maintains community partnerships with school districts, early care programs, and community agencies to promote successful inclusion environments at the local and State level.

Oversees the creation, implementation and maintenance of the Inclusion Collaborative, Statewide Inclusion Conference

Equity Lead activities to support the Ways 2 Equity Playbook. Develops age-appropriate supplemental materials and resources, including tool kits, playbooks, internet applications, and online courses/modules aligned with preschool foundations and California Common Core State Standards for children with and without disabilities.

Creates and monitors memorandum of understanding, contracts and other agreements with various agencies.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical expertise, information and assistance to the Associate Superintendent-Equity & Educational Progress Division regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files



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