

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INCLUSION SERVICES SPECIALIST SENIOR

BASIC FUNCTION:

Under the supervision of the Director II Inclusion Collaborative, leads and participates in a wide variety of complex duties in support of Inclusion Services professional development functions for the Santa Clara County Office of Education; assures the development and implementation of multiple program components including budget development, conference planning, professional development training and other specialized areas; trains and provides work direction to assigned staff.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not support of Inclusion Services professional development functions; assures the development and implementation of multiple program components including budget development, conference planning, professional development training and other specialized areas.

Trains and provides

work direction to assigned staff.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Develops, monitors and revises budgets as assigned; generates reimbursements to submit for manager approval; submits timesheets, receipts and invoices as assigned.

Assists with the set up of assigned events, monitoring registrations and conference payments, correspondence with participants, waitlist management and attendance tracking; facilitates registration of professional experts as assigned.

Coordinates functions

for statewide projects, conferences, education specialist credentials, professional experts and other program initiatives as assigned.

Assists in the coordination of and performs training and meeting preparations including sign in sheets, generating event room signage, name tags, room set up, participant materials and placing catering orders.

Processes, deposits, and tracks payments including training and conference fees, product sales, tuition, grant payments, contract payments and donations.

Assists with clerical duties as assigned; attends meetings as required and takes meeting minutes.

Orders materials and supplies as needed; maintains records

