



Works with districts and the community to support the work of the Inclusion Collaborative; builds and maintains collaborative relationships with partners; participates in community and County Office committees and work groups to support the work of the Inclusion Collaborative.

Participates in ongoing program assessment and evaluation; creates materials designed to measure program goals, objectives, and outcomes; analyzes data to ensure program goals and objects are met, makes recommendations for program improvements based on the data analyzed; assists in developing and maintaining departmental policies and procedures; assists with the Inclusion Collaborative Annual Work Plan; researches, analyzes, and implements new technologies to promote the services and success of the Inclusion Collaborative.

Prepares and coordinates the preparation and maintenance of a variety of compliance, narrative and statistical reports, record and files.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Plans, attends, and conducts a variety of meetings as assigned, which may occur offsite and beyond the normal work day or work week.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE OF:**

ABILITY TO:

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures, related to public education and Inclusion Collaborative.

Coordinate a comprehensive marketing strategy and campaign for Inclusion Collaborative to inform the community of services and events.

Plan, coordinate and effectively organize complex, large-scale events with high visibility.

Assure smooth and efficient operations for planned events and meetings.

Initiate and manage communication and interaction with public agencies, district administrators, and community organizations.

Remain current on and effectively leverage new technology platforms for program marketing and outreach.

Secure successful grants and funding.

Conduct comprehensive program evaluations and planning for program goals and objectives.

Develop and implement procedures for the evaluation of program outcomes.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Operate a computer and assigned office equipment.

Compile and verify complex narrative and statistical data from a variety of sources.

Prepare comprehensive narrative and statistical reports.

Train and evaluate the performance of assigned staff.

Establish and maintain working relationships with districts, community members, teachers, family members and others.

Communicate effectively both orally and in writing.

\_\_\_\_\_ : Bachelor's degree in psychology, research methods, public administration, business, hospitality, marketing, public relations, or a related field, and four years of increasingly responsible experience conducting large scale event planning or public relations. Preference may be given to individuals with experience in these areas within the context of public education, or significant grant writing experience.

Valid California Class C driver's license.

A safe driving record which meets the County Office of Education's insurance requirements.

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Lifting, carrying, pushing and pulling moderately heavy objects as needed.

Reaching overhead and above shoulders to retrieve materials.

Approved by the Personnel Commission: May 10, 2017



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Kristin Olson

Director-Classified Personnel Services

Date: 05/10/2017