

COORDINATOR, FACILITATED IMPROVEMENT AND SUPPORT

General Purpose: A Coordinator of Facilitated Improvement and Support is responsible to the SELPA Administrator and works under the direct supervision of the designated manager. Under the direction of the Special Education Local Plan Area (SELPA) Director, this position interacts with Local Educational Agencies (LEA), SELPA, and County Office of Education (COE) administrators, teachers, and improvement team members across the state to facilitate and support improvement efforts with technical assistance in Universal Design for Learning (UDL), Augmentative and Alternative Communication (AAC) and Assistive Technology (AT) implementation activities for the purpose of improving outcomes for students with disabilities. This is a Certificated Management Position.

Essential Functions and Responsibilities:

- Develops and implements an integrated, coordinated, and coherent system of resources, differentiated assistance, interventions, and supports to meet identified school and district needs in the area of UDL Implementation.
- Collaborates with internal and external personnel for the purpose of implementing services and supports related to continuous improvement activities.
- Provides technical assistance, on-site support, and coaching to SELPAs, COEs and LEAs in the development and implementation of SELPA UDL Resource Lead activities.
- Collaborates with outside agencies to provide technical assistance and support in the areas of UDL, AAC and AT.
- Develop, support, and participant in a robust communication network amongst all entities in the Statewide System of Support, including the state agencies and other leads.
- Develops and delivers web-based and in-person professional development for the purpose of meeting LEA, SELPA, and COE needs relating to state priorities, analyzing data, Local Control Accountability Plan (LCAP) development, and continuous improvement leading to the improvement of LEA instructional programs and practices for students with disabilities.
- Develops and facilitates professional learning networks focused on student access, educational leadership, and collaborative practices.
- Plans and participates in meetings for the purpose of conveying and/or gathering information required to perform duties.
- Assists SELPAs, COEs and LEAs in building capacity and sustaining improvement in outcomes for students through high quality professional learning, on-site and web-based coaching, and individualized technical assistance and support.
- Documents findings, agreements, and action plans for the purpose of reporting activities and establishing accountability.
- Participates in statewide professional development, conferences, and related events to enhance and maintain knowledge and skills in research-based instructional practices and effective continuous improvement approaches.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Bachelor's Degree is required.
- Master's Degree preferred.

Experience:

- Minimum five (5) years teaching experience or related school experience is required.
- Administrative experience preferred.
- Experience in facilitating site or district level improvement initiatives is preferred.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of educational leadership, including ability to successfully lead change process.
- Knowledge of the Universal Design for Learning Framework, Continuous Improvement and Implementation and Improvement Science.
- Knowledge of strategic planning processes and implementation.
- Knowledge of research, evidence-based systems, and practices for improving student outcomes.
- Knowledge of effective professional development practices, appropriate use of formative and summative assessments, program design and implementation, and effective instructional strategies/techniques.
- Skills and ability to move a group through conflict and arrive at consensus and shared accountability.
- Skills and ability to analyze data, evaluate program need; and plan, organize, and implement goals.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students, and the public.
- Skills and ability to interpret, apply, and explain data.

Required Testing: None

Certificates and Licenses: Possession of a valid California driver's license; TB test clearance; Criminal Justice Fingerprint clearance;

- Must possess a valid California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.
- Must possess one of the following: a valid California teaching credential based upon a Bachelor's degree and student teaching, valid California Pupil Personnel Services credential, valid California Speech-Language Pathology Services credential, or a valid California Clinical or Rehabilitative Services credential.

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Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Some travel is required.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 10

Reviewed and Approved:

Superintendent: Mark Collier Date: 3/31/23

Human Resources: Colleen Satterfield Date: 3/31/23