

JOB DESCRIPTION
July 2026

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

DIRECTOR, FACILITATED IMPROVEMENT AND SUPPORT (OPEN ACCESS)

General Purpose:

A Director, Facilitated Improvement and Support (Open Access), is responsible to the County Superintendent and works under the direct supervision of the SELPA Administrator. The Director provides strategic leadership, vision, direction, and oversight for Open Access initiatives and statewide systems improvement efforts, while supporting county offices of education, Special Education Local Plan Areas, local educational agencies, districts, schools, and statewide partners in strengthening access, inclusion, instructional practices, systems coherence, and student outcomes. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides strategic leadership and oversight for Open Access initiatives and statewide systems improvement efforts related to Universal Design for Learning, accessibility, inclusive practices, assistive technology, augmentative and alternative communication, and equitable student outcomes.
- Leads the development, implementation, and continuous improvement of integrated systems of professional learning, coaching, technical assistance, implementation support, and statewide resources.
- Directs statewide initiatives, cross-agency collaborations, professional learning networks, and implementation structures that strengthen organizational coherence, alignment, and collective impact.
- Develops and sustains collaborative partnerships with educational agencies, organizations, statewide partners, and leadership entities to support coordinated implementation and systems improvement.
- Oversees program implementation, budgets, timelines, reporting requirements, operational systems, and resource allocation to ensure effective and accountable program delivery.
- Develops and maintains Open Access strategic plans, implementation frameworks, sustainability structures, and accountability processes, while providing leadership and implementation support to LEAs and educational partners to strengthen organizational effectiveness and long-term impact.
- Leads the use of data, progress monitoring, stakeholder feedback, and evaluation measures to guide decision-making and continuous improvement efforts.
- Provides leadership, supervision, and organizational direction to assigned staff, including establishing priorities, supporting professional growth, monitoring implementation, and evaluating performance.
- Advances Open Access priorities through participation and leadership in local, regional, statewide, and cross-agency meetings, conferences, professional learning events, and statewide initiatives.
- Supports organizational communication, accountability, stakeholder engagement, and dissemination efforts related to Open Access priorities and statewide systems improvement.

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:

- A Master's degree in education, special education, educational leadership, psychology, counseling, social work, or a related field is preferred.

Experience:

- Experience working as part of a collaborative instructional, leadership, implementation, or systems improvement team is required.
- Experience as a site, district, county office, regional, or statewide educational leader or administrator is preferred.
- Experience working with county offices of education, SELPAs, local educational agencies, districts, schools, statewide partners, or California Department of Education-connected initiatives is preferred.

Knowledge, Skills and Abilities:

- Knowledge of educational leadership, systems change, implementation science, continuous improvement, strategic planning, and organizational improvement processes.
- Knowledge of research- and evidence-based practices related to Universal Design for Learning, inclusive practices, accessibility, assistive technology, augmentative and alternative communication, instructional improvement, and equitable student outcomes.
- Knowledge of California educational systems, policies, accountability structures, and statewide systems of support related to effective schools, inclusion, and special education.
- Knowledge of effective professional learning, adult learning theory, coaching, technical assistance, implementation support, and capacity-building practices.
- Ability to lead and manage complex initiatives involving multiple partners, priorities, timelines, funding sources, and implementation structures.
- Ability to analyze, interpret, and communicate data, implementation outcomes, and program impact to diverse audiences.
- Ability to develop collaborative relationships and communicate effectively with educational partners, agencies, families, staff, and the public.
- Ability to oversee budgets, reporting processes, implementation logistics, and organizational systems effectively and accountably.

Required Testing:

- None

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Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- 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 on a bachelor's degree and student teaching, or a valid California special education teaching credential, or a valid California services credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in office, virtual, and school environments and involves collaboration with staff, educational partners, agencies, and the community.
- Travel within Placer County, surrounding counties, and throughout California may be 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.

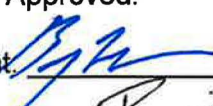
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 7

Reviewed and Approved:

Superintendent:  ^{on behalf of} Gage Garbino ⁱⁿ the name of Date: 7/9/26

Human Resources:  Date: 7/9/26