



## Job Description

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<b>POSITION TITLE:</b>	<b>Coordinator IV, Universal Design for Learning Implementation (UDL) Continuous Improvement and Support Educational Services</b>	<b>#6288</b>
<b>SALARY PLACEMENT:</b>	<b>Range 14 Management Salary Schedule</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent for Educational Services and the Director of Continuous Improvement and Support, the Coordinator IV, Universal Design for Learning (UDL) Implementation position will support the California Coalition for Inclusive Learning (CCIL) grant. This position will play a key role on the SJCOE Continuous Improvement and Support team by supporting the application of UDL to support inclusive literacy instruction. The Coordinator IV, CCIL: UDL Implementation will co-design and deliver professional learning opportunities throughout the county, region, and state of California. The position will also support the iterative process of designing, piloting, and evaluating unique learning opportunities so that all learners can become more expert learners.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree and a valid California Teaching Credential. Expertise and experience in the area of Universal Design for Learning Implementation (UDL).

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of classroom teaching experience and three years of school site or district office educational administration experience. Experience in designing, facilitating, and coordinating professional learning opportunities for a variety of audiences. Experience in budget management.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- core concepts and basic neuroscience of UDL
- deep expertise of pedagogy of inclusive practices in classrooms
- the California Systems of Improvement and Accountability
- program evaluation and data collection
- evidenced-based interventions
- Local Control Funding Formula (LCFF) components, the Every Student Succeeds Act (ESSA) and the statewide system of support

Ability to:

- operate a computer
- be flexible based on program needs

- create and follow procedures and policies
- remain current on research-based, effective instructional practices
- communicate effectively with colleagues
- lead and coordinate the SJCOE CCIL 2.0 UDL implementation team in ensuring successful implementation of grant and project deliverables
- collaboratively design, pilot, and evaluate innovative professional learning opportunities for educators, including but not limited to face-to-face workshops, keynote presentations, classroom observations, virtual trainings, and school site visits
- provide technical assistance for identified schools and districts to support the implementation of core instruction and intervention
- assist districts, site leadership teams, and classroom teachers to implement research-based school improvement practices and instructional strategies
- coordinate, facilitate and structure work with COE/SELPA coaching teams to ensure that they define and meet their goals and are provided necessary supports to do so
- support COE/SELPA coaches to use and teach systems for reflection, including examination of student work, analysis of lesson artifacts and analysis of classroom video data to measure progress in the application of UDL in their practices
- manage grant budget expenditures
- support equity inclusion in all LEA technical supports

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a deep understanding of UDL to support systemic change and continuous improvement for educational outcomes and equitable outcomes for all students
- valid Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, and/or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide technical assistance to county networks and collaborative work groups related to data.
14. Prepare and deliver accurate and concise oral and written reports and presentations to a variety of audiences.
15. Collaborate with SJCOE staff and grant partners to provide educational data.
16. Direct data collection and Memorandums of Understanding throughout San Joaquin County.
17. Coordinate and facilitate trainings both on and off site, as necessary.

18. Assist administrators and teachers with analyzing and interpreting related data.
19. Respond to administrative, program, state and federal, and other related inquiries.
20. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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