

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

**COORDINATOR, CALIFORNIA COALITION FOR INCLUSIVE LEARNING:  
IMPLEMENTATION SPECIALIST**

**General Purpose:**

A Coordinator, California Coalition for Inclusive Learning (CCIL): Implementation Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Coordinator, CCIL: Implementation Specialist plays a key role on PCOE's Professional Learning Team and supports the application of Universal Design for Learning (UDL) to support inclusive literacy instruction. The Coordinator, CCIL: Implementation Specialist co-designs and delivers professional learning opportunities throughout the county, region, and state of California and supports the iterative process of designing, piloting and evaluating unique learning opportunities so that all learners (students as well as educators) can become more expert learners. This is a certificated management position.

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

- Leads and coordinates the PCOE implementation team in ensuring successful implementation of grant and project deliverables.
- Collaboratively designs, pilots and evaluates 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.
- Provides technical assistance for identified schools and districts to support the implementation of core instruction and intervention.
- Coordinates supports, professional learning, and provides technical assistance to LEAs and schools in implementing the deliverables of the grant.
- Assists districts, site leadership teams, and classroom teachers to implement research-based school improvement practices and instructional strategies.
- Coordinates, facilitates and structures work with COE/SELPA coaching teams to ensure that they define and meet their goals and are provided necessary supports to do so.
- Supports 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 to their practices.
- Collaborates with the Program Evaluator to measure changes in educator beliefs, knowledge and skills; and in student thinking and outcomes.
- Collaborates, calibrates, and participates with other county offices of education and serves as a model for implementation.
- Designs, pilots and evaluates innovative professional learning materials (at the resource, activity and workshop level).
- Collaboratively visions, plans, executes and evaluates the annual UDL symposium.
- Other responsibilities as needed to collaboratively support research and evaluation.

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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:**

- A Master's degree in Education is required.

#### **Experience:**

- 10 or more years' K-12 teaching/coaching/administrative experience.
- Experience working with adult learners; familiarity with best practices in training and/or coaching adults.
- Well versed in coaching and implementation.
- Deep knowledge of UDL is required.

#### **Knowledge, Skills and Abilities:**

- Ability to work collaboratively as a member of a team.
- Strong pedagogical and coaching abilities.
- Competency in use of platforms such as Google Drive, PPT and MS Word, including their accessibility features.
- Superior communication skills including listening, demonstrating respect for differing opinions, clarity of expression.
- Organized and self-starting.
- Understanding of or willingness to learn the core concepts and basic neuroscience of UDL.
- Deep expertise with the pedagogy of inclusive practices in classrooms

#### **Required Testing:**

- None

#### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a California Administrative Services Credential or Certificate of Eligibility (COE) for a California Administrative Services credential.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching.

#### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

#### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies. Must be willing to travel statewide (when public health circumstances allow).

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**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 9

Reviewed and Approved:

Superintendent:

*Stephanie Lopez*

Date:

*5/25/23*

Human Resources:

*Colleen Shaffer*

Date:

*5.22.23*