

STOCKTON UNIFIED SCHOOL DISTRICT

EARLY CHILDHOOD EDUCATION INCLUSION COORDINATOR

DEFINITION:

The Early Childhood Education Inclusion Coordinator position will be responsible for assisting District and grant compliance of the Inclusive Early Education Expansion Program.

SUPERVISION RECEIVED AND EXCISED:

Receive direction from the Director of Early Childhood. May exercise supervision as assigned.

REPRESENTATIVE DUTIES – *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).*

Collaborate with district administration, collaborative partners, teachers, para-professionals and support staff to ensure access and appropriate inclusion supports for children with disabilities (E).

Establish an Early Childhood Inclusive Collaboration Leadership team with multiple stakeholders from the community, Special Education/ Early Childhood administrators, teachers, and support staff (E).

Assist in the planning, implementation and evaluation of the Inclusive Early Education Program (E).

Maintain current knowledge and interpret applicable regulations, policies, procedures, contracts with California Department of Education and Federal Guideline (E).

Provide leadership, develop models, approaches, systems and procedures to coordinate the collaboration between departments to efficiently serve and increase placement options for children (E).

Participate in all necessary systems to support Inclusive Early Education opportunities in the district, including recordkeeping, data collection, evaluation tools and maintain assessment results (E).

Coordinate and/or design professional development opportunities on curriculum implementation, Inclusion/tiered intervention, classroom supports such as behavior management, Ages & Stages Developmental Screeners, use of CLASS and ECERS for maintaining QRIS quality (E).

Provide training to teachers and para-professionals on appropriate interventions to maximize student independence across instructional settings (E).

Collaborate with multi- disciplinary team on student needs (E).

Design tools, websites, resources for schools and departments to facilitate information to the community (E).

Lead discussions with stakeholders, parents and staff, in small or large groups to strengthen the capacity to serve students with disabilities (E).

Collaborate with the multiple departments to ensure the Inclusive Education Expansion Program is meeting initiatives designed to support students with disabilities (E).

Participate in relevant professional growth throughout the year (E).

Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Community resources in San Joaquin County
- Local and State Licensing Regulations
- Rules and Regulations applicable to providing educational early learning services to schools; including IDEA, HIPAA, FERPA, FAPE, Title 22, Title 5 and Ed Code.
- Inventions, curriculum and methodologies utilized in teacher students
- District curriculum
- Data- gathering methodology
- Evaluating programs

Ability to:

- Coordinate programs and services from a wide range of agencies
- Maintain positive relationships with community-based organizations
- Understand and implement complex oral and written directions
- Work as a part of a multidisciplinary educational support team.
- Provide professional development training regarding early educational topics and relevant
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures, and equipment
- Consistently meet schedules and deadlines

Education, Training and Experience:

Three (3) years minimum teaching experience, Prek- 6th grade

Special Education experience preferred

Licenses and Certificates:

Valid California Teaching Credential

Administrative Services Credential, preferred

Possession of a valid California Driver's license

First Aid and CPR certified

WORKING CONDITIONS:

Environment: Office environment

Physical Abilities: Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read write reports.

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others; and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Push/pull up to 40 lbs for short distances

- Reach overhead, above the shoulders and horizontally.
- Sit or Stand for extended periods of time.

Salary Placement

Management Team Salary Schedule

Tier 6, Range 02

12-month work year

Board approval: 7/28/20