



Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

COORDINATOR III, Inclusion Specialized Services Unit

THE POSITION:

The Coordinator III will work within the Specialized Services Unit to assist districts within LA County to support inclusion and inclusive practices in TK to grade 12. The Coordinator III will provide technical, specialized, consultative, advisory and planning services as they relate to special education and in particular, to inclusion. The Coordinator will help design and deliver professional learning opportunities so that educators come to understand that barriers to inclusion are not the students but the curriculum, instruction, materials and mindsets. The Coordinator III will be well-versed in coaching and inclusion implementation and have 10 or more years teaching/coaching/administrative experience. The Inclusion Coordinator III will provide both in-person and remote support to teams of educators within Los Angeles County. In the absence of the Director II of the Specialized Services unit, will serve as the Administrator in Charge. This position will require travel throughout LA County.

LOCATION:

Los Angeles County Office of Education, 12830 Columbia Way, Downey, CA 90242-2890

DISTINGUISHING CHARACTERISTICS:

Requires specialized expertise and experience in inclusion. This position requires strong organizational skills and the ability to be a self-starter. Meets frequently with school district staff and administrators and internal staff for the purpose of planning and directing activities and implementing decisions in support of inclusive practices to benefit all students with a primary focus on students with disabilities. Strong pedagogical and coaching skills are required. Requires superior communication skills including listening, demonstrating respect for differing opinions, clarity of expression.

EXAMPLE OF DUTIES:

- 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
- Coordinate, facilitate, and structure work with coaching teams to ensure that they define and meet their goals and are provided necessary supports to do so;
- Support coaches to use and teach systems for reflection, including examination of student work, analysis of lesson artifacts, and analysis of classroom structures
- Understand the content of language structure so that they can work with teachers who in turn will be able to explain sounds, spellings, word meanings, grammar and usage and text organizations

- Design, pilot and evaluate innovative professional learning materials (at the resource, activity, and workshop level)
- Prepare reports and make recommendations regarding any observed needs within special education programs
- Assist districts and school sites with setting up procedures and practices for their special education programs
- Serve as a resource to Special Education Local Plan Areas (SELPA's), districts and outside agencies.
- Plan, organize, coordinate and participate in a variety of meetings, workshops, and conferences regarding special education services and requirements
- This position requires flexibility in assignments and tasks

QUALIFICATIONS:

Knowledge of:

- California Education Code; California Administrative Code; policies, rules, and regulations of the office; Individuals with Disabilities Education Act

Ability to:

- Ability to work collaboratively as a member of a team
- Use platforms such as Google Drive, Zoom, Teams, PPT and MS Word, including their accessibility features
- Effectively plan, schedule, coordinate and conduct workshops, conferences, and meetings
- Utilize data to identify particular areas of need
- Coordinate, direct, and provide leadership and activities to a large staff
- Articulate and write clearly and in technical language as necessary
- Work tactfully and effectively with administrators, employees and the public
- Effectively and efficiently recruit, select, train, supervise, and evaluate subordinate personnel

EXPERIENCE AND EDUCATION

- Master's in Education from an institution of higher learning accredited by one of the six regional accreditation associations as recognized by the Council on Postsecondary Accreditation
- 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

LICENSE OR CERTIFICATE:

Must possess and maintain a valid K-12 Teaching Credential and/or Special Education Credential and a valid California Administrative Services Credential. Applicants with credentials not recorded with the Los Angeles County Office of Education must submit written evidence of appropriate credentials or eligibility.

ANNUAL SALARY:

2021-22 Certificated Management Salary Schedule M

Range 30: (a) \$10,004 (b) \$10,404 (c) \$10,820 (d) \$11,253 (e) \$11,703

WORK YEAR:

Twelve months. Duty year is July 1 -June 30. Position accrues 24 paid vacation days annually earned at the rate of two days per month of active service.

Other:

- Residency in California required
- Must be willing to travel statewide (when public health circumstances allow)

SELECTION PROCEDURE:

Applicants with the highest qualifications as determined by a training and experience appraisal committee will be invited to present their personal and professional qualifications to an interview appraisal committee. The top candidates, ranked by the interview appraisal committee, will constitute the list of eligible candidates from which the appointment shall be made by the division administrator.

APPLICATION INSTRUCTIONS:

Interested, qualified persons are invited to submit an online employment application. Internal and external applicants are responsible for submitting a completed electronic employment application, cover letter, resume, copy of credentials (**please provide a copy of each credential document as it appears on the California Teaching Credential website with the document number on it.**), and three current, dated and signed letters of recommendation written within the past 12 months. All required documents must be submitted electronically with your application by the deadline date.

Contact Thomas Leveron at Leveron_Thomas@lacoed.edu with any questions about the process.

COVID-19 Vaccination Requirement for All Los Angeles County Office of Education Employees

Under Superintendent Policy 4060, COVID-19 Vaccination, the Los Angeles County Office of Education (LACOE) requires that all LACOE employees, including substitute employees, temporary office workers, hourly/part-time employees, contractors, interns, and volunteers are fully vaccinated against COVID-19. An individual is considered “fully vaccinated” when at least two weeks have passed since that individual’s receipt of the second dose in a two-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as Johnson and Johnson’s Janssen vaccine. LACOE will consider requests for accommodations (exemptions) made by individuals who cannot receive the vaccine due to medical reasons and/or sincerely held religious beliefs, subject to the interactive process.

LACOE does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. LACOE complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you are disabled and require assistance in accessing this event, please contact the LACOE Title II Coordinator at (562) 803-8297.

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