

## **OPERATIONAL PROGRAM SPECIALIST: Comprehensive Coordinated Early Intervening Services**

**Directly Responsible To:** Assistant Director, Department of Equity and Disproportionality

**Supervision:** None

### **Major Responsibilities**

- Develops and administers the Comprehensive Coordinated Early Intervening Services (CCEIS) Program Improvement Process to reduce disproportionate representation in special education.
- Develops and leads the work of school leadership teams to understand significant disproportionality and uses data to develop the plan to address disproportionality.
- Serves as a liaison with the Department of Special Education, Student Services, and Educational Services to assure compliance with state and federal mandates.
- Leads teams in the development and monitoring of school specific CCEIS activities.
- Coordinates and monitors the design and implementation of pre-referral intervention strategies to be utilized by teams at schools to address behavioral, developmental, academic, and the social-emotional needs of all students as alternatives to disciplinary consequences and/or special education referral. Pre-referral interventions may include reduction in implicit bias, parent engagement, alternatives to suspension, increasing literacy and numeracy skills, and providing culturally relevant academic engagement.
- Coordinates and monitors the implementation of professional development that sustains a comprehensive intervention model for identified schools with appropriate selection of materials, equipment, and supplies and the utilization of research-based practices that support the educational performance of students.
- Performs other duties as assigned.

### **Education, Training, and Experience**

- Bachelor's Degree in educational, psychology or related field conferred by a regionally-accredited college or university.
- Valid California Administrative Services Credential
- Experience as a school site administrator desirable
- Ability to observe, utilize, and evaluate staff effectively

### **Qualifications Knowledge and Skills**

- Proven record of commitment to Educational Equity
- Leadership experience in working with site-based administrators and other school organizations to solve project or organizational problems

- Leadership skills in facilitating collaborative work in a team environment to include consensus building and conflict resolution
- Strong understanding and knowledge of current trends of socio-economic influences of curriculum, instruction, and assessment, interventions, and use of the MTSS process  
Knowledge and experience with basic elements of Culturally Relevant Pedagogy and Curriculum
- Ability to speak and write effectively.
- Ability to assemble and analyze data and make appropriate recommendations for action.
- Knowledge and experience with facilitation, collaboration and professional development.
- Knowledge of school district operations and procedures.
- Proven skill in working with diverse groups and individuals in a manner that achieves district goals and knowledge of culturally relevant approaches for serving students and families.
- Ability to manage time and to set priorities.

DMA Salary Range 19  
Board Approved January 2022