



PROGRAM COORDINATOR – EARLY START PROGRAM SUPPORT

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate assigned classified and certificated staff and services within in the Early Start Program.
2. Coordinate, facilitate and monitor the Individualized Family Service Plans (IFSPs) to ensure timelines are met, state-wide compliance is maintained and districts, and other agencies are involved where appropriate.
3. Provide support for staff in the writing of the IFSP and/or the initial Individualized Education Program (IEP) as needed.
4. Communicate effectively with districts, related agencies and parents related to student's education program, progress and development milestones.
5. Coordinate, provide training for and implement statewide testing mandates including but not limited to the Desired Results Developmental Profile (DRDP).
6. Coordinate Early Start Program-wide inservice training and professional development activities, including, but not limited to: preservice training for new teachers, mandatory annual training (mandated reporting of child abuse, universal precautions, etc.) orientation week activities, monthly inservice activities and on-going professional development activities based on surveyed needs of staff.
7. Coordinate and work with the Curriculum Committee in meeting the identified educational goals of individuals with exceptional needs as it pertains to the infant/toddler population.
8. Provide support as needed in maintaining curriculum projects as they relate to the infant/toddler population.
9. Coordinate initial and on-going training in CPR/Medic-Alert and/or the MOVE Curriculum to designated staff and maintain all records related to that program for the Early Start staff.
10. Working closely with the department leadership, serve as the division's liaison with district Special Education Directors when coordinating the child's initial IEP meeting and potential services to be provided to the child aging out of the Early Start Program.
11. Assists in the daily business operation in accordance with policies and procedures specific to the Early Start Program.

12. Attend conferences, trainings, and/or workshops to stay abreast with current legal requirements for Special Education or regulations developed through the Department of Developmental Services (DDS).
13. Other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to communicate verbally and in written format professionally with a variety of audiences.
2. Ability to meet deadlines.
3. Ability to work with administrative staff, teachers and support personnel in a professional and efficient manner.
4. Ability to read and interpret California Codes, CDE and/or DDS Advisories and other educational documents as they relate to special education.
5. Ability to drive to various family homes, school sites and meeting locations.
6. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
7. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate highest standards of integrity, honesty, ethics, confidentiality and professionalism.
2. Exhibit warmth, compassion and good humor.
3. Demonstrate managerial and organizational skills.
4. Demonstrate high energy and excitement for education of students with exceptional needs.
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. California Administrative Credential and a Special Education credential.
2. Master's Degree.

B. Experience:

1. Three (3) years of special education experience in a certificated position related to Early Start or a similar program.
2. In depth experience and knowledge of special education programs and related legal issues and regulations governing special education and disabled individuals.
3. A history of demonstrated excellence in oral and written communication.
4. Staff development experience preferred.
5. Administrative experience preferred.

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Formerly Coordinator III – Early Start Program Support 2024