



**PROGRAM COORDINATOR – REGIONAL SERVICES
SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Assist the program leadership in all related aspects of program operation and SELPA related activities.
2. Assist in the coordination of SELPA-wide staff development, inservice training, and parent training activities.
3. Coordinate and supervise the child-find activities and procedures for the SELPA, including coordination of services and programs.
4. Advise and provide support to consortium county/school district personnel responsible for local staff development activities.
5. Provide leadership to instructional and support personnel related to curriculum and instructional methodology in meeting the identified educational goals of individuals with exceptional needs.
6. Serve as liaison between districts, schools, various outside agencies and SELPA office providing information resources and technical support.
7. Assist in the preparation of the Local Plan for Special Education in accordance with state and federal specifications, district and SELPA procedural manuals and other written materials as needed.
8. Participate in networking regionally and at the state level and serve on SELPA committees and projects as assigned.
9. Assist in the planning, preparation and presentation of the SELPA staff development activities.
10. Assist in the activities to monitor progress and placement activities of students in nonpublic school placements.
11. Supervise, train, and evaluate assigned staff.
12. Develop and manage program budget.
13. Complete and submit required reports to the California Department of Education.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to stand, sit, reach, grasp, stoop, bend, push, pull, and kneel.
2. Persons performing in this position may need to exert 25 pounds of force to lift, carry, push, pull or otherwise move objects.
3. Manual dexterity to operate office, multimedia, and computer equipment.
4. Good sensory ability, including perceiving the nature of sound, near and far visual acuity and depth perception.
5. Ability to drive to various 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.
8. A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Demonstrate the highest standards of integrity, honesty, ethics, confidentiality and professionalism.
3. 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. Must possess a Special Education Teaching credential or other credential related to Special Education.
2. California Administrative Credential.
3. Master's degree.

B. Experience:

1. Five (5) years of educational experience in general or special education classroom instruction or program services.

2. In-depth experience and knowledge of Special Education Program IEPs 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.
5. Administrative experience preferred.

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4/17/2025

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Formerly Coordinator III – Regional Services Special Education Local Plan Area (SELPA)2024