



PROGRAM COORDINATOR – INTERNAL SPECIAL EDUCATION PROGRAMS

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate assigned classified and certificated staff and services within Valley Oaks Charter School (VOCS) and/or the Reaching Individual Success through Education (RISE) Programs.
2. Coordinate, facilitate, and monitor Individualized Education Programs (IEPs) and Section 504 Plans to ensure timelines are met, statewide compliance is maintained, and appropriate stakeholders and agencies are involved.
3. Provide support to staff in the development and writing of IEPs and Section 504 Plans, as needed.
4. Communicate effectively with related service providers, community agencies, and parents regarding the students' educational programs and progress.
5. Coordinate, provide training for, and implement statewide testing mandates, including but not limited to participation in the California Assessment of Student Performance and Progress (CAASPP) for students with disabilities, the California Alternative Assessment (CAA), and Desired Results Developmental Profile (DRDP).
6. Coordinate program-wide training and professional development activities, including but not limited to: Student Study Team (SST), Response to Intervention (RTI), Child Find, medical trainings, in-service days, and ongoing professional development based on staff needs.
7. Collaborate with administration and teaching staff to meet the identified educational and curriculum needs of students with exceptional needs.
8. Attend staff meetings at assigned school sites, as needed.
9. Coordinate and attend initial IEP meetings.
10. Serve as the liaison with related service providers when coordinating IEP meetings and determining potential services, in collaboration with department leadership.
11. Attend Student Study Team (SST) and/or Multi-tiered System of Supports (MTSS) meetings and make referrals for special education assessment in accordance with Child Find Obligations.
12. Attend conferences, trainings, and workshops to remain current on legal requirements for Special Education, Section 504, and JCCS and/or charter school regulations.

13. Act as a resource by developing, scheduling, and facilitating evidence-based professional learning related to behavior support, intervention, and classroom management.
14. In collaboration with department leadership and site administration, assist with student orientation, enrollment/student intake, record review, and interim placement as needed.
15. Perform other related 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 collaboratively and effectively with administrative staff, teachers, and support personnel.
4. Ability to read and interpret California Education Code, CDE guidance, IDEA regulations, and other educational documents related to special education.
5. Interpersonal skills and abilities necessary to work and communicate with people and groups effectively and cooperatively.
6. Ability to drive to assigned school sites, the Internal Special Education Programs Office, and various meeting locations.
7. 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.
8. 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. Demonstrate strong managerial and organizational skills.
3. Demonstrate enthusiasm and commitment to the education of students with exceptional needs.
4. Experience working with SIRAS, CALPADS, and student information systems.
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. Administrative Services Credential (or be eligible for an administrative preliminary intern, or waiver credential and obtain and maintain that credential upon receiving a job offer).
2. Must hold a master's degree earned from an accredited college or university.
3. Must hold appropriate California teaching credential(s).

B. Experience:

1. Minimum of three (3) years of certificated special education experience.
2. Experience and knowledge of special education programs and related legal issues and regulations governing special education and disabled individuals.
3. Experience working in alternative educational settings such as charter schools and juvenile court and community schools preferred.
4. Proven excellence in oral and written communication.
5. Staff development experience preferred.
6. Administrative experience preferred.

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