



PROGRAM COORDINATOR – SPECIAL EDUCATION SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Supervise, coordinate, and evaluate assigned classified and certificated staff and services.
2. Manage, coordinate, provide training and implement statewide testing mandates including but not limited to: STAR, CAPA, CMA, CELDT/ALPI and Physical Fitness Testing.
3. Assist with the preparation of the annual School Accountability Report Card.
4. Coordinate division-wide in-service 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 in-service activities and on-going professional development activities based on surveyed needs of staff.
5. Coordinate and work with the Curriculum Committee in meeting the identified educational goals of individuals with exceptional needs.
6. Provide support as needed in maintaining curriculum projects.
7. Participate as a member of the county Curriculum Advisory Committee.
8. Coordinate initial and on-going Safety Care training for designated staff and maintain all records related to that program.
9. Coordinate and manage the Beginning Teacher Support and Assessment Induction Program for designated staff.
10. Serve as the department's liaison for Intern programs.
11. 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 with administrative staff, teachers and support personnel in a professional and efficient manner.
4. Ability to read and interpret California Codes, CDE Advisories and other educational documents as they relate to special education.
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.

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. Willingness to follow the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
6. 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. Special Education or Related Credential.
2. California Administrative Credential.
3. Master's Degree.

B. Experience:

1. Three years of special education experience in a certificated position.
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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