

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM COORDINATOR II ALTERNATIVE EDUCATION

CLASSIFICATION: Certificated Management
SALARY LEVEL: 75
WORK YEAR: 227

DEFINITION:

Under the direction of the Senior Director of Alternative Education, the Program Coordinator II is responsible for planning, organizing and implementing the provision of technical assistance to Alternative Education Programs, including but not limited to Special Education and Special Populations; working collaboratively with department staff to facilitate delivery and evaluation of effective services; ensuring the highest quality of internal operations, including program evaluation and supervising, training and evaluating the performance of assigned personnel.

SUPERVISOR:

Senior Director of Alternative Education

POSITION(S) SUPERVISED:

Management, Certificated, and Classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plans, coordinates, manages, and facilitates instructional and support programs for Alternative Education students
- Provides leadership, professional development, and active support to staff and students in the implementation of specialized curriculum and instructional services/strategies in the Alternative Education Programs.
- Provides coaching support and training to school administration and site staff to ensure the individual needs of students are being met in areas of behavior management, Individualized Education Program (IEP) goals, literacy development strategies, and specialized programming, etc.
- Ensures that students with disabilities enrolled in the Alternative Education Programs receive a Free and Appropriate Public Education (FAPE) as required by the Education Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA)
- Coordinates, facilitates, and implements procedures to review, monitor, and ensure compliance with students' Individualized Education Program
- Coordinates and facilitates the Case Management Team meetings, communication process, and procedure implementation

- Participates as an active member of SPRINT meetings with teachers, administrators, parents and students
- Determines eligibility and services for special population students in the Alternative Education programs
- Coordinates and participates in the assessment and testing of students related to Special Education, and Department Benchmark and Annual State assessments
- Coordinates and monitors graduation progress for special populations in Alternative Education Programs, including transcript evaluation and college and career transition plans
- Coordinates and administratively facilitates IEP meetings for Alternative Education Programs
- Monitors, Organizes, and completes student IEP files, IEP student information system data, and records requests
- Attends management staff meetings and other meetings as requested by the Director
- Interprets, implements, and ensures compliance with all relevant Board Policies, Administrative Regulations, and State and Federal law
- Coordinates the implementation, gathers data, and conducts annual and ongoing program evaluation/report activities including but not limited to Title 1 Neglected and Delinquent Evaluation Tool, Title 1 Tutoring services, Mandated State reporting, and Special Education reporting
- Ensures all aspects of administered programs are in compliance with all relevant Federal and State laws and regulations and Monterey County Office of Education Board Policies and Administrative Regulations
- Maintains awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situation; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university with major course work in education, public administration or a related field
- Three (3) years of public school teaching experience

Knowledge of:

- Pertinent state and federal laws and regulations related to services to students with disabilities, including Individuals with Disabilities Education Act and rights for a Free and Public Education
- Federal, state, and local laws and regulations pertaining to Alternative Education programs
- Current and upcoming testing procedures and requirements
- Appropriate research based instructional strategies to meet the needs of English Learners and Alternative Education students
- Data analysis for program evaluation and data driven decision making
- Current administrative operation of California Public Schools

Skills and Abilities:

- Demonstrate principled leadership
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Use appropriate technology for information processing
- Organize time to accommodate program activities and district requests
- Conduct/present effective professional development programs
- Organize, implement and evaluate staff development programs
- Interact and maintain cooperative relationship with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

Desirable Qualifications:

- Master's degree from an accredited college or university with major course work in education, public administration, or a related field
- Bilingual/Bi-literate in Spanish

Licenses and Certifications:

- California Multiple Subject Teaching Credential, California Single Subject (English) Teaching Credential, or California Specialist Credential in Reading, and Bilingual Authorization or Crosscultural, Language, and Academic Development (CLAD)
- Possess or be eligible for a valid California Administrative Services Credential
- California Driver's License with evidence of insurability