

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR - ALTERNATIVE EDUCATION AND CHARTER SCHOOLS

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinates and participates in the provision of regionalized special education services for students in assigned Special Education Local Plan Area(s) (SELPA's); provides case management and advocacy for individual students; participates in fair hearings, Individualized Education Plan (IEP) meetings, compliance reviews and mediations concerning the provision of students with mandated services; provides ongoing program support and consultation for special education services for designated charter schools.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES

Provides management, support and advocacy for individual students including but not limited to participating in assessments and observing students and programs to determine needs and identify appropriate placements;

Participates in the IEP development process and monitors the provision of agreed-upon services;

Serves as the administrative designee or district representative in IEP team for non-public, inter-district, state schools, and the Santa Clara County Office of Education (SCCOE) special education programs;

Develops, coordinates, and implements special projects related to grant development/utilization, curriculum development and instruction;

Reviews and revises the local charter school special education plans;

Prepares procedures and guidelines for implementing new legislation;

Prepares and maintains publication of SELPA/SCCOE directories, parents' rights handbooks, newsletters, brochures, forms, and analyses;

Investigates, identifies, and recommends appropriate placements based on diagnostic decisions regarding students' instructional needs including determining crisis intervention strategies in cases of student expulsions/suspensions, mediation/fair hearing, and compliance complaints;

Identifies, clarifies, and participates in the resolution of concerns regarding the provision of appropriate services to students;

Conducts annual reviews, and audits of special education plans and student files for designated charter schools;

Supports identified staff members with CALPADS data entries for certification with both Alternative Education, and Charter Schools;

Coordinates the implementation of itinerant services for students in the Alternative Education program setting including but not limited to supporting in creating service schedules, and identifying required service providers;

Serves as the Local Education Agency representative for SCCOE for charter school matters including but not limited to IEP meetings, mediations, and plan development meetings.

**OTHER DUTIES:**

Performs other duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:****KNOWLEDGE OF:**

Instructional programs and practices (regular and special education) in assigned SELPAs and alternative placements;

Conflict resolution and problem-solving strategies;

Federal and State legislation and regulations related to special education;

Effective staff development techniques;

Oral and written communication skills;

Operation of a computer and assigned software;

Interpersonal skills including tact, patience, and courtesy;

Budget monitoring and control.

**ABILITY TO:**

Coordinate and participate in the provision of regionalized special education services for students in assigned SELPAs;

Provide case management of and advocacy for individual students;

Coordinate and reconcile input from diverse sources;

Make decisions to align with the needs of the Probation Department., juvenile justice advocates and the school program;

Serve as a team member in a variety of settings;

Collect, assemble and analyze data, preparing reports and monitoring progress;

Modify systems, procedures and programs within area of responsibility;

Analyze situations accurately and adopt an effective course of action;

Plan and organize work;

Meet schedules and timelines;

Prepare and maintain records and reports related to assigned activities;

Establish and maintain cooperative and effective working relationships with others;

Operate assigned office equipment;

Drive personal vehicle to work locations.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;  
Builds and sustains positive, trusting relationships;  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Master’s Degree in education or related field and five (5) years of experience in a certificated position, including three (3) years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
Valid Pupil Personnel Services Credential or Teaching Credential  
Valid California Driver’s License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
Seeing to read a variety of materials;  
Walking, bending, reaching, standing, and stooping;  
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;  
Dexterity of hands and fingers to operate a computer keyboard.

	DocuSigned by: <i>Larry Oshodi</i> <small>84A286968D5E4A4...</small>	2/14/2024   3:57 PM PST
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
	DocuSigned by: <i>Mary Ann Dewan</i> <small>72890EED1E52493</small>	2/14/2024   3:53 PM PST
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

Revised 2/14/24: Job title changed from Program Coordinator to Coordinator