



**Orange County Department of Education  
Human Resources Department  
Certificated Management Class Specification**

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**Coordinator, Alternative Education Educational Services**

**Class Code: 1436  
Work Days: 225**

**GENERAL PURPOSE**

Coordinate, assist, and participate in the development and implementation of 504 Plans, Student Consultation Teams, and Truancy Response for Alternative Education; perform a variety of technical tasks relative to assigned area of responsibility; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise supervision over professional, supervisory, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Coordinate, assist, and participate in the development and implementation of 504 Plans, Student Consultation Teams, and Truancy Response for Alternative Education; and support site administrators with various implementation and compliance issues related to the smooth functioning of Alternative Education programs.
  3. Develop and coordinate staff development related to learning strategies for at risk students and the implementation of 504 Programs, Student Consultation Teams, and Truancy Response Support.
  4. Monitor program compliance with laws, rules, and regulations related to assigned programs.
  5. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
  6. Support Site Administrators with facilitation and/or participation in Special Education meetings.
  7. Confer with County Probation Officers on truancy issues and make recommendations to Alternative Education administration.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

8. Participate in the development and implementation of in-service training for staff development.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and administration.
10. Demonstrate attendance sufficient to complete the duties of the position as required.
11. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Compliance issues related to 504 plans and attendance issues with at-risk students.
2. Principles, theories, practices, methods, and techniques used in classroom instruction, especially as they relate to students in an Alternative Education school setting.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Methods and approaches to planning instructional programs and services, according to identified needs and requirements of assigned Alternative Education school site.
5. Records and information required for apportionment, health and welfare codes, and graduation requirements.
6. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.

### **Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

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**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in education including training in behavioral management and four years of responsible teaching or educational experience involving at-risk students.

**Licenses; Certificates; Special Requirements:**

A valid California Administrative Credential.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure. Program needs may require work in the evening and/or weekend hours.

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