

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Coordinator I, Adults with Disabilities

**CLASSIFICATION:** Certificated or Classified Management

**REPORTS TO:** Director, Career Pathways & Adult Learning/Principal,  
Pleasanton Adult and Career Education or Assigned Supervisor

**DESCRIPTION:**

Under the direction and supervision of the Director, Career Pathways & Adult Learning or Assigned Supervisor, implements and coordinates the Adults with Disabilities (AWD) program, pursuant to District Policy, State and Federal statutes and relevant regulations. Administer the career preparation, job/work experience program for adult interns who meet program criteria; serve as a liaison with community leaders and businesses; coordinate placements and follow up; develop new opportunities in collaboration with community partners; provide information and direction to interns, parents, teachers, and administrators regarding career and educational services available to eligible interns; develop and monitor program funding; promote programs with adults, staff, and parents.

**PERFORMANCE RESPONSIBILITIES:**

- Establishes and monitors procedures for implementation of the District's Adults with Disabilities (AWD) program.
- Provides the administrative leadership for and meets the compliance requirements of the Individual Program Plan (IPP).
- Supervises classified staff members.
- Develops and implements in-service training for staff on an ongoing basis.
- With collaboration of the director, manages the budgets allocated to the AWD program.
- Participates in the selection and assignment of district AWD staff.
- Provides leadership in his/her assignment of areas of responsibilities within the Career Pathways and Adult Learning Department.
- Oversees grants and/or budget responsibilities and oversight in any assigned area of responsibility.
- Meets with and trains staff within these assigned areas of responsibility.
- Provides positive communication and collaboration with staff, the school community, and families of AWD interns.
- Assists AWD teacher and employment training specialists in the development of interns' training and support in areas of weakness and/or compliance.
- Assists in data monitoring systems to implement necessary corrections.
- Attends community activities/meetings as necessary in support of the Career Pathways and Adult Learning Department and adults with disabilities.
- Works collaboratively with department staff and/or other organizations/individuals in an effort to resolve complaints or respond to inquiries/requests for information
- Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed for compliance with state and federal laws, guidance, and regulations.

- Contributes to the weekly board community update.
- Administers the Adults with Developmental Disabilities Paid Internship Program in order to provide work experience and training towards permanent job placement of eligible interns in accordance with budget and program guidelines.
- Develops and implements programs within Pleasanton Unified School District in collaboration with community partners such as Community Based Organizations, local businesses, and other educational agencies to promote education and career opportunities for adults with intellectual or developmental disabilities.
- Administers the Comprehensive Adult Student Assessment System (CASAS) Basic Skills Assessment to determine the abilities of the prospective adults, evaluate the results, the demands of the internship tasks, and identify meaningful matches.
- Develops an Individual Support Support Plan (ISP) for each intern within the first 3 months of the program
- Attend workshops and meetings including those related to community organizations, State agencies, and District in-service; collect and provide information that builds resources and expands program capabilities.
- Collaborate with other public agencies such as the State Department of Rehabilitation, Regional Centers, local colleges, and others to ensure the success of the adults in the program and provide a smooth transition.
- Evaluate adults and employers to ensure program success by matching job requirements to adult skills and abilities.
- Maintain ongoing communication with employers, community leaders, and organizations in order to build resources and expand program opportunities for eligible adults.
- Monitor program activities in relation to funding mandates and legal restrictions in order to meet established District, State, and Federal requirements.
- Recommends intern job placements in order to monitor appropriateness of adult placements, expand placement opportunities, and ensure the success of the program.
- Ensure the collection of follow-up data to comply with financial, legal, and administrative requirements.
- Prepare a wide variety of reports and other written materials such as program mandated and funding reports, brochures, mailers, letters of recommendation, grant requests, intern performance evaluations, and others as required to communicate information and comply with program requirements.
- Prepare and submit budget and grant requests to the District or State Department of Education in order to find alternate funding sources.
- Process job requests, requests for employment, employer evaluations, and other items as assigned to meet District, State, and Federal program requirements.
- Drive a vehicle to conduct work as assigned by the position
- Performs other duties as assigned.

#### KNOWLEDGE OF:

- Special education eligibility criteria, IPP paperwork, allowable services under an IPP, and federal and state laws governing special education
- Relevant public and private community agencies and informational resources available to students with disabilities and their families
- Staff supervision and evaluation techniques
- Alternative Dispute resolution techniques
- District program objectives and programs and services available to students
- California State Council on Developmental Disabilities, Employment First Policy, and other related policies relating to individuals with disabilities.

- Regional Center of the East Bay Services.
- Developmental disabilities and special education.
- Policies and objectives of assigned program and activities.
- HIPAA and Lanterman Developmental Disabilities Services Act.
- Programs for individuals with disabilities.
- Adults with Disabilities programs provided by the California Adult Education Program, regional centers, and the Department of Rehabilitation

ABILITY TO:

- Facilitate an IPP meeting
- Supervise and evaluate staff
- Communicate with all stakeholders across settings and mediums positively and effectively
- Explain special education laws, regulations, policies, and procedures in terms understandable to the listener
- Plan, direct, and establish priorities and simultaneously coordinate a variety of projects
- Prepare and present clear and concise reports and trainings
- Facilitate small and large group meetings, trainings, presentations
- Perform various duties in the coordination and administration of the Adults with Disabilities program.
- Serve as a liaison between adults, employers and outside agencies regarding employment services, opportunities, and placement.
- Identify and evaluate adult interests, needs, and abilities.
- Research and locate employment opportunities for program participants.
- Refer adults to potential employers according to needs, interests, and abilities.
- Monitor and assess intern progress.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze issues and create action plans.
- Maintain confidentiality.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Prepare and maintain accurate records.

TRAINING AND EXPERIENCE:

- Three years minimum successful teaching or service provider experience to students with disabilities
- Valid driver's license
- Bachelor's degree from an accredited college or university
- Master's degree from an accredited college or university in a job related area preferred.

TERMS OF EMPLOYMENT:

220 Days, Management Salary Schedule

BOARD APPROVED: ~~June 10, 2021~~  
June 12, 2025