
Clausen House Job Description

Position Title: Program Coordinator **Department:** Adult Education

Supervisor: Program Director **Status:** Non-exempt, Full-time

PURPOSE: Provide administrative and programmatic support to program staff and participants as follows:

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Coordinate daily operations, program activities and class assignments
- Intervene in student and other types of emergencies
- Assist students with problem solving and intervene with crisis as appropriate
- Substitute teach as needed
- Oversee program in the absence of the Program Director
- Maintain accurate client personal spending money accounts according to Clausen House policies and procedures
- Research, plan and coordinate community outings for Friday classes
- Maintain lunch and bus duty schedules
- Dispense medication following established procedures
- Provide orientation to new students and assist with class selection and provide student with printed schedule
- Maintain current class schedule on board
- Monitor and maintain inventory of program and janitorial supplies
- Document student's progress in achieving ISP objectives and other salient events, such as special incidents
- Develop Individual Service Plans for individuals as needed
- Participate actively in staff meetings and in committees
- Participate in program planning
- Complete identified staff development requirements and opportunities
- Represent program at agency wide meetings
- Document daily attendance
- Provide transportation for students as needed
- Insure that the facility is maintained safely and in sanitary condition and submit maintenance requests as necessary
- Ensure Clausen House vehicles used by Adult Education program are well maintained
- Conduct quarterly fire drills

- Write and assist in the development of Individual Service Plans in coordination of Person Centered Planning meetings.

- Fulfill other assignments as needed

REQUIREMENTS:

- A.A in Special Education/Education or related field and one year experience working with developmentally disabled adults and one year of administrative experience required.
- Familiarity with Titles 17 & 22 regulations
- Ability to become certified in CPR & First Aid within first three months of employment
- Ability to develop ISP's for clients as needed.
- Possession of a valid California Drivers License
- Ability to utilize Windows Office and Excel programs
- Flexibility, dependability and good organizational skills
- Effective communication orally and written

PHYSICAL DEMANDS:

- Endurance:
 1. Moving About:
 - a) Frequency: Approximately 1/3 to 2/3 of the work day. Requires moving from location to location on and off site.
 - b) Examples include but are not limited to: Walk to van, drive to activity based in community, walk to and from activity (college class, outing-zoo, museum, etc). Or onsite, walking from class room to classroom up and down stairs (may use elevator
 2. Overall Strength: Some sedentary work, also bending, lifting (up to 25 pounds) and squatting as needed.
 3. Climbing-Stairs & Steps: Often between classes. Out of facility classed may involve ascending and descending slopes and/ or stairs and stepping up to van.
 4. Location: Approximately 80% inside and 20% outside. Inside facility provides protection from weather conditions and temperature changes. Outdoors involves driving and supervising students for community activities