

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRINCIPAL ON SPECIAL ASSIGNMENT / STUDENT SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Education Services, or his designee, provide leadership, management and coordination of the overall functions for the Student Support & Health Services Department.

The Principal on Special Assignment for Student Services is responsible for leadership and coordination of programs that prevent academic failure of students at risk and provide specific intervention support models for students with special needs.

#### **ESSENTIAL FUNCTIONS:**

Advise the Associate Superintendent, Education Services, Board of Education, and others on all matters relating to the functions of Student Support & Health Services.

Direct the development of Board policies related to Student Support & Health Services.

Serve as a member of the District Management Team.

Attend all regular meetings of the Board of Education representing the Student Support & Health Services Department.

Prepare timely and concise reports and recommendations for the Associate Superintendent, Superintendent, and Board of Education, including comprehensive financial and program data for all aspects of Student Support & Health Services.

Monitor and review existing and proposed laws and legislation related to the functions of Student Support & Health Services.

Work closely with Legislators, State officials, local government officials, and citizen committees to influence the revision and/or adoption of laws and the passage of revenue measures which promote the best interest of education and the school district.

Establish procedures for an array of preventative services for K-12 levels.

Supervise the evaluation of all department managers, program specialists, psychologists, nurses and support staff certificated as well as classified.

Plan, develop, organize, implement, and supervise all programs in the District for psychological services, 504 compliance, health services, prevention grant programs, School Attendance Review Board functions, Home/Hospital Instruction and suspension/expulsion proceedings.

Recommend classified and certificated personnel for employment within Student Support & Health Services.

Establish Student Support & Health Services department goals for academic achievement, student housing, teacher empowerment, student attendance, school climate, parent and community relations, and district management of resources for all students at risk.

Others duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Board policies related to Student Services.  
Principles and practices of modern management.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Ensure all Student Services programs and activities are operated within the limits and intent of state and federal law.  
Advise the Superintendent, Board of Education and others on all matters relating to the functions of Student Support & Health Services.  
Direct the development of Board policies related to Student Support & Health Services.  
Serve as a member of the District Management Team.  
Attend all regular meetings of the Board of Education.  
Prepare and submit reports and other documents.  
Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.  
Establish preventative services procedures for K-12 levels.  
Select, train, supervise and evaluate staff relative to program objectives.  
Work cooperatively with leaders of other administrative programs.  
Communicate effectively both orally and in writing.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
See to read a variety of materials.

**EDUCATION AND EXPERIENCE:**

Preferred Master's degree or the equivalent in management experience with progressively increasing responsibility. Experience in K-12 educational programs serving both general education and special education students.

**LICENSES AND OTHER REQUIREMENTS:**

Appropriate California Teaching or Professional Services Credential.  
Administrative Services Credential.

**WORKING CONDITIONS:**

Office environment.