

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL-SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Student Services, plan, organize, control and direct the instructional programs, operations, plant and personnel for a Special Education school serving children with special needs (ages 3-22); assure a safe and positive learning environment for the students and staff.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct instructional activities, special programs and plant operations at a Special Education school; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives and programs as needed.

Coordinate a variety of special education services such as Psychologists, Social Workers, Nurses, Adapted Physical Education, Program Specialists and others with regard to each student's Individual Education Plans (IEP).

Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives.

Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate.

Direct special programs such as therapeutic swimming, horseback riding and others.

Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.

Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators and in accordance with each student's IEP; communicate with teachers to assure instructional programs meet student needs and District requirements.

Coordinate mainstreaming efforts to integrate students into a number of schools.

Establish, coordinate and maintain communication with community and parent groups, social service agencies, County agencies and a variety of agencies providing support to students with special needs.

Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.

Establish and direct a vocational program for assigned students involving work transition programs, vocational rehabilitation and transportation.

Maintain disciplinary codes; discipline students; monitor responses to behavior issues.

Coordinate graduation exercises for advancing students.

Assure the health, safety and welfare of students.

Oversee attendance, behavior management, counseling, guidance and other student and parental support services; provide individual academic and personal counseling to students and parents.

Coordinate the maintenance and operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.

Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.

Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; chair or attend IEP and other meetings as necessary; respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.

Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and others as directed.

Direct the maintenance of comprehensive files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of a District special education school.
School law administration and sections of the State Education Code and other laws applicable to the special education program.

State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State plant facility requirements.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.
Basic computer operation.

ABILITY TO:

Plan, organize and direct the operations, plant and personnel of a special education school.
Organize, direct, evaluate and supervise assigned certificated and classified staff.
Direct activities regarding personnel, the physical plant, budget, curriculum, instruction and communications.
Train, supervise and evaluate certificated and classified personnel.
Plan and direct the budget and business operations of the school.
Establish, coordinate and maintain communication with community and parent groups.
Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
Plan and organize work.
Analyze situations accurately and adopt an effective course of action.
Complete work with many interruptions.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
See to monitor students and read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field and five years of teaching experience including at least three years as a Program Specialist or equivalent role.

LICENSES AND OTHER REQUIREMENTS:

California Teaching or Special Education Credential.
California Administrative Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.