

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: YR PRINCIPAL ON SPECIAL ASSIGNMENT, LEARNING SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Director-Learning Support Services, plan, organize and implement the operation and evaluation of Learning Support Services; oversee and evaluate Learning Support Services programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and implement the operation and evaluation of Learning Support Services; assure program compliance with District, State and federal laws, rules and regulations; coordinate and facilitate parent and community involvement in program and projects.

Provide leadership and support for the assessment, implementation and evaluation of the District K-12 Learning Support Services at assigned school sites; monitor and assess program activities and personnel.

Provide technical expertise, information and assistance to the Director regarding Learning Support Services; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action.

Provide informational support to principals and other District administrators; provide recommendations for improving and developing the operations of Learning Support Services programs; develop informational materials related to Learning Support Services programs and projects.

Implement various programs and activities designed to enhance Learning Support Services; utilize resources to develop instructional programs for children with special needs.

Provide assistance to sites in developing Academic Improvement Plans which align with District goals.

Collaborate with site administrators to implement Elk Grove Unified School District standards for leadership.

Coordinate the implementation of collaborative Academic Support Teams at each school site.

Coordinate the professional learning calendar for Learning Support Services; mentor new site administrators in regards to Learning Support Services.

Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to staff as appropriate to meet department objectives; participate in the selection and employment of personnel.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compile and analyze data.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings, conferences and workshops as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and administration of Learning Support Services programs.

State, Federal and private funding sources.

Oral and written communication skills.

Principles and practices of administration, supervision and evaluation.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and implement the operation and evaluation of Learning Support Services.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.
Manage the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in education, three years increasingly responsible experience in the administration of site or district programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid CA Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.