

BRIEF DESCRIPTION OF POSITION:

The Principal Adult Transition Program, under the supervision of the District Superintendent, provides collaborative instructional leadership and effective site management in support of an equitable high-quality educational program for all Adult Transition (AT) students. The AT Principal organizes the instructional program for the moderate/severely disabled AT students and takes full responsibility for the implementation of the IEP's for each AT student. The AT Principal provides appropriate support to students and staff and creates a learning environment that improves achievement and supports mastery of IEP goals for all AT students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, and Economically Disadvantaged Youth. The AT Principal establishes and sets a vision, mission, and priorities through collaborative planning processes and organizes and implements the school plan by developing a highly effective team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Participates in the design, coordination and implementation of collaborative programs that support Least Restrictive Environment for students with moderate to severe as well as visually impaired disabilities. Provides direct support to certificated and classified staff in the AT program and attends their IEPs as the LEA Representative.
2. Plans and supports professional development regarding instructional programs, behavior management, and life skills for students with moderate to severe and visually impaired disabilities.
3. Supervises, evaluates, and assists with the training of assigned special education staff within the AT programs. Trains adult transition paraprofessionals in strategies and techniques for providing support to special education students; monitors paraprofessional assignments and work schedules for compliance with IEPs and district guidelines.
4. Identifies instructional techniques and strategies that improve the achievement of special education students in both special education classes and community-based instruction (CBI); conducts professional development activities; provides classroom and CBI support.
5. Coordinates with adult transition staff and other District staff to research and implement effective programs for students with moderate to severe disabilities to include career readiness, social skills, communication skills, recreational activities, and independent living.
6. Effectively manages available budgets and other resources to support improving the instructional program, improving student achievement, and improving the campus facilities.
7. Communicates the vision, mission, and priorities of the AT program to students, staff, parents and community and encourages constructive relations among them.
8. Collaborates with families, parent organizations, external support programs, and community members, and responds to diverse community interests and needs.
9. Takes immediate and appropriate action when a complaint is brought to his/her attention and fully investigates as required by state and federal law while maintaining the right to privacy and due process for any students or employee subject to investigation.
10. Supervises and evaluates Certificated and Classified Staff.
11. Provides leadership, oversight, and support for the ACS/WASC accreditation process.
12. Provides leadership, support, and oversight for programming as directed by the student's IEP including, but not limited to: counseling and wellness programs and other student support programs and projects. Assists with the supervision of school activities related to the adult transition programs including but not limited to back to school night, open house, commencement ceremonies, community-based instruction outings, etc.
13. Examines student work, student achievement data, and other available data to identify areas for

- instructional improvement.
14. Provides leadership, oversight, and support for the development of the Master Schedule to ensure that students have equitable access to AT curriculum.
 15. Monitors curriculum implementation and instructional practices on a daily basis.
 16. Maximizes the Full Time Equivalent (FTE) allocation to meet the needs of the instructional program through an IEP driven Master Scheduling process.
 17. Implements terms of employee bargaining agreements and seeks Human Resources support to clarify and resolve potential issues and concerns.
 18. Contributes to contract negotiations for both certificated and classified personnel by supplying information, data, suggestions and reactions as requested.
 19. Provides leadership, support, and oversight for evaluating program effectiveness for local, state, and federal compliance requirement
 20. Provides leadership, support, and oversight of the student activities program and including oversight of appropriate state and District accounting procedures for student activities budgets.
 21. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District.
 22. Provides leadership, support, and oversight for the development and implementation of the Safe School Plan and the District's disaster and safety preparedness plan.
 23. Participates actively in professional organizations.
 24. Demonstrates creativity, initiative, flexibility, ingenuity, and sincere concern in the resolution of issues significant to the school and community.
 25. Performs other duties as assigned.

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year; 223 days

CREDENTIAL: Current valid Teaching or PPS or Special Education Specialist Credential and Current valid Administrative Credential.

EDUCATION: Master's degree in education or related field from an accredited college or university

EXPERIENCE: Five years successful experience in Special Education as a certificated teacher, psychologist, program specialist, other special education service provider, and/or site administrator overseeing special education; Experience as a Special Education administrator (preferred); Certification as a Board Certified Behavior Analyst (BCBA) (preferred); Extensive experience working with diverse student populations.

OTHER: Bilingual in Spanish (strongly preferred); Knowledge of Mixteco, Tagalog, and other world languages (preferred).

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)