

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Principal of Educational Services

Revised: November 18, 2015

Revised: October 24, 2018

APPROVED BY: Board of Directors

REPORTS TO: Director of Special Education

JOB SUMMARY: Provide learning opportunities for nonpublic students in order to increase student achievement. Provide consultation and services to support districts, grant funded programs and nonpublic learning community. Provide useful information to local and nonpublic school officials so that they may plan for the successful management of the school system. Operate the administrative and programmatic components of state and federal programs available to nonpublic schools and grant funded programs.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide on-line and nonpublic learning opportunities to students through aligning staff, program offerings and system processes.
2. Gather, analyze, and disseminate data on student performance.
3. Provide training and consultation services to school district staff.
4. Facilitate the development of nonpublic programs and grant funded programs and monitor implementation of curriculum that meets the needs of all students.
5. Align courses to district curriculum and customize content as needed.
6. Assist district administration in selecting courses aligned with state standards and graduation requirements.
7. Work with staff to implement Individualized Education Programs (IEPs) and Gifted Individualized Education Programs (GIEPs) for students to appropriately modify instruction and services. Manage and oversee the Equitable Participation regulations as they apply to nonpublic schools in regard to compliance, consultation plans and dual enrollment.
8. Orient parents and students to the grant funded and nonpublic service program.
9. Recruit, train, schedule, supervise and evaluate staff; work with staff to provide best practice strategies and interventions; ensure staff development.
10. Provide on-going technical assistance to teachers; maintain modular classrooms, equipment and program supplies with appropriate tracking and inventories while remaining in compliance with state and federal regulations.
11. Supervise the maintenance of data bases, preparation of

reports, records, lists, all other paperwork required or appropriate to the administration, attendance and reporting of student progress.

12. Develop and monitor budgets based on programs/service priorities and financial capabilities while keeping in compliance with state and federal regulations.
13. Maintain vendor contracts and school district partnerships.
14. Collaborate with the Pennsylvania Department of Education to provide state approved courses; work with NCAA for course approval.
15. Perform other related duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Master's degree preferred
- Administrative certification required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess leadership skills
- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)