

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Principal

DATE: July 8, 2005

REVISED: August 13, 2014

REPORTS TO: Director of Special Education

APPROVED BY: Board of Directors

JOB SUMMARY: Supervise and provide leadership to all staff members in the school in accordance with Board policy.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervise all staff and physical plant including equipment and supplies.
2. Evaluate appropriate personnel according to Pennsylvania Department of Education requirements and policy established by the Board of Directors in liaison with the Supervisor of Special Education.
3. Provide instructional leadership focusing on teaching and learning.
4. Purchase and review all supplies, equipment and textbooks, prior to submitting purchase orders to the Executive Director for approval.
5. Serve as special education Local Education Agency (LEA) representative, attend all planning meetings and coordinate the review of special education records in liaison with the Supervisor of Special Education.
6. Coordinate and attend special education staff meetings.
7. Supervise the school's curriculum and instructional program.
8. Coordinate procedures for placement, transfer, and termination of students in special education programs in liaison with the Supervisor of Special Education.
9. Discipline students and coordinate the student discipline policy.
10. Cooperate with public and private agencies, organizations, and professional personnel in securing and providing services for students with special needs.
11. Manage student information and maintain child count for billing purposes.
12. Review and support needed requirements for staff to complete ACCESS as assigned.
13. Assist in the recruitment, interviewing, and recommendation of staff for employment.
14. Ensure the implementation of job descriptions within the service area and monitor, evaluate, and modify as the need dictates.
15. Perform other duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Five (5) years of experience in public education required
- Bachelor's degree in special education and Master's degree required
- Administrative certification; Principal K-12 certification required
- Principal experience is required

- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- 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, 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 sit, walk, stand or move throughout the building, often for extended periods of the workday
- Ability to perform all aspects of Safety Mechanics
- Ability to provide safe physical management (retrain) of students

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 supervisory skills
- Must possess computer skills
- 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.)