

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Principal - Early Childhood
Reports To: Superintendent of Schools

SUMMARY

Oversees the appropriate delivery of Early Childhood Special Education services within the District and serves as an advocate for parents of students needing Early Childhood Special Education services.

QUALIFICATIONS/REQUIREMENTS

Appropriate academic preparation to serve as an administrator of Early Childhood Special Education and school-aged special education services. Missouri Administrator Certificate and proven experience in leading special education. Experience with the continuous improvement of programs that have led to improved student academic achievement. Knowledge of strategies for designing effective staff development programs concerning special education. Interpersonal communication skills to promote effective interaction with administrators, teachers, counselors, parents and students.

ESSENTIAL JOB DUTIES

- Coordinates the Early Childhood Special Education programs and services within the District.
- Works to ensure Wentzville is in compliance with the Individuals with Disabilities Education Act (IDEA) and the Missouri DESE State Plan for Part B of IDEA.
- Works with parents and staff from the District to provide the best educational services possible to students with special needs.
- Works to maximize the success and academic achievement of students with special needs.
- Observes and evaluates personnel and students' progress.
- Works toward the accomplishment of Board of Education Goals and MSIP standards.
- Participates in all events associated with the school and District programs.
- Committed to professional growth and the School Improvement Process.
- Effective written and verbal communications skills.
- Serves on the District administrative team as the representative advocating for the needs of students receiving Early Childhood Special Education services.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Acts a liaison between the school and the community, interpreting activities and policies of the school and the District and encouraging community participation in school life.
- Evaluates and counsels all staff members regarding their individual performance.
- Orients newly assigned staff members and assists in their development, as appropriate.
- Develops and maintains procedures to ensure confidentiality of records for students with special education needs.
- Participates in I.E.P.s as needed to ensure students get appropriate educational diagnoses and are provided appropriate services.
- Works to ensure the District staff are in compliance with all state and federal mandates.

ESSENTIAL JOB DUTIES (cont'd)

- Oversees the administration of District provided Early Childhood Special Education services.
- Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the program's administration.
- Participates in District-wide committees and activities.
- Prepares and submits the school's budgetary requests and monitors expenditures of funds.
- Conducts staff meetings to keep members informed of policy changes, new programs and other District developments.
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the program's professional and classified staff.
- Works with District administrators as needed to resolve problems associated with Special Education services.
- Works with District administrators to allocate needed space for Early Childhood Special Education programs.
- Provides training for District administrators and staff in cooperation with the Curriculum and Instruction Department.
- Meets with and coordinates with DESE officials as needed.
- Develops and submits appropriate reports for federal and state agencies concerning the District's role in providing special education services.
- Maintains an understanding of legal, research and other developments concerning the delivery of special education and acts as a resource to other District administrators.
- Works with the Deputy Superintendent of Students & Schools to develop a budget for all Early Childhood Special Education programs provided by the District.
- Works with District administrators to ensure students needing special education are provided required technology and other appropriate materials.
- Promotes program and District goals.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as dictated by law or assigned by the Superintendent of Schools or designee.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Early Childhood Principal shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.