

PRINCIPAL SPECIAL EDUCATION

DEFINITION

Under general direction, oversee and direct all aspects of the Special Education K-12 program including the day-to-day operations, educational services, instruction, communication, budget and personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrator, Student Services. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment for planning, organizing, reviewing, and evaluating operations and activities supporting Office's ERP system with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, developing information technology solutions, and providing professional level support to the Executive Director, District Business Services in areas of assignment. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversee, plan, organize and direct the day-to-day operations, educational services and activities of the assigned program.
- Assist with developing and implementing curriculum standards, instructional strategies; visit sites and classrooms to monitor and provide support for instructional activities.
- Collaborate with the special education management team to ensure articulation of curriculum and services; work effectively within the context of the larger organization to support the County Office initiatives and strategic goals.
- Coordinate communications, programs, services and information between teachers, administrators, staff, school districts, outside agencies, students, parents and the public.
- Supervise, and evaluate teaching, office and custodial staff; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; conduct staff trainings and in-services.
- Assist in assuring adequate personnel, instructional materials and resources to meet educational needs at assigned sites; monitor and assist in determining staffing needs.
- Plan, organize and direct campus activities at assigned sites to assure the health, well-being and safety of students and staff in classroom and non-classroom activities.

- Coordinate student assessment testing, attendance, enrollment, registration and support functions.
- Oversee and participate in the development, preparation and implementation of Individualized Education Plans (IEP's); attend and participate in IEP meetings.
- Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information.
- Assist in the development and preparation of the annual preliminary budget; review and evaluate financial data; control and authorize expenditures in accordance with established limitations.
- Monitor and evaluate program for educational and financial effectiveness.
- Investigate and resolve student, administrative and staff issues, conflicts and complaints in a timely manner.
- Establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services.
- Prepare and present a variety of reports, records, and statistical data.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a master's degree from an accredited college or university with major coursework in education or related field.
- Increasingly responsible administrative experience working with educational programs and services.
- Three (3) years of teaching experience, including special education.
- Experience as a site administrator preferred.

Licenses and Certifications:

- Valid Administrative Services Credential or meet the criteria and enrollment in a university program which grants the Administrative Intern Credential.
- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles, theories, practices, methods, and techniques used in classroom instruction for students in the special education program.
- Federal, state and local laws, codes, ordinances, and regulations as they pertain to special education.
- Evaluation and assessment techniques used to determine effective teaching and instructional methods.
- Management principles and practices in relationship to budget administration, purchasing, financial administration, and records system maintenance.
- School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources and reporting regulations.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.

Ability to:

- Provide leadership in the areas of curriculum and instruction.
- Plan, develop, and manage the special education program.
- Interpret and manage laws, codes, and regulations.
- Facilitate meetings with positive outcomes.

- Manage conflicts in a productive and timely manner using tact, patience and courtesy.
- Work and collaborate effectively as part of a team with other.
- Multi-task and set priorities.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction
- Prepare and maintain various records, reports, and files.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Office sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.