

Principal, Special Education

Purpose Statement

The job of Principal, Special Education is done for the purpose/s of providing support to the instructional process with specific responsibility for directing special education operations, services, and staff in support of the Yolo County Office of Education, schools and programs; providing information and serving as a resource to others; enforcing established policies and regulatory requirements related to special education; coordinating activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job is distinguished from similar jobs by the following characteristics: In addition to serving as the instructional leader of a special education school site, this position has supervisory responsibilities for the First Step Infant Program (Home-Based); classes on comprehensive sites for students ranging in age 3 to 22 years; and extended school year programs.

This job reports to Director, Special Education

Essential Functions

Assists in developing budgets and financial forecasts (e.g. staff expenses, equipment and materials, professional development, etc.) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.

Chairs meetings (e.g. supports Individualized Education Planning (IEP) meetings regarding placement, services; curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

Delegates responsibility for a variety of administrative functions to school staff for the purpose of managing the workload more efficiently.

Evaluates assigned personnel (e.g. interviews and selects employees, training and coaching, disciplinary actions, Professional Development Plans, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.

Facilitates communication between personnel, students, parents and/or community partner agencies (e.g. discuss, plan, mitigate, resolve and support, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.

Implements policies, procedures and/or processes (e.g. directs the provisions of special education services; manages services and activities of multiple special day classes and itinerant special education services for students including services for visual, deaf or hard-of-hearing, orthopedic impairments, medical fragility, autism, or other disabling conditions; IEP and 504 accommodations, placements and/or services; develops, plans and oversees procedures for school-wide emergency procedures, annual and special events and projects, etc.) for the purpose of providing direction and/or complying with mandated requirements.

Manages assigned programs and/or departmental responsibilities (e.g. Safe School Plan, etc.) for the purpose of ensuring and monitoring compliance and needs of healthy, safe environments and curriculum per established guidelines.

Manages school administrative functions (e.g. facility maintenance and campus needs, budget, staffing and substitute assignments, transportation needs, student support, oversight to safety compliance of IEP's, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.

Performs personnel functions (e.g. recruiting substitute and permanent staff, orientation, training, development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence; communications with departments and districts to assure timely and compliant services such as transportation, nutrition, support operations, fiscal and HR, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information (e.g. budget overviews, public relations initiatives such as facility tours, brochure distribution, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Represents the school within community forums (e.g. makes presentations to boards and commissions, etc.) for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Researches additional funding sources for the purpose of maintaining the efficient operation of the school including special projects.

Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; administering personnel policies; written and verbal communication; and planning and monitoring.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision; special education laws and curriculum; and best practices and local, state and national resources.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities; and project planning.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrative Services Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

120