

MONTEREY COUNTY OFFICE OF EDUCATION

PRINCIPAL SPECIAL EDUCATION

CLASSIFICATION: Certificated Management
SALARY LEVEL: 79
WORK YEAR: 220

DEFINITION:

Under the direction of the Senior Director of Special Education, the Principal is responsible for serving as the chief administrator of the schools to which he/she is assigned planning, organizing, controlling and directing educational operations, activities and services at assigned schools including curriculum, and instructional programs, processes and procedures; supervising the provision of legally defensible and compliant special education services for students; assuring free appropriate public education by providing access to general education and specialized educational services; providing supervision, leadership, direction and support to itinerant, certificated and classified staff; coordinating and directing special education programs, discipline functions, welfare and guidance services, testing and evaluation, fiscal functions, communications, personnel, articulation and information to enhance student learning, assure legal compliance and achievement; supervise and evaluate the performance of assigned staff.

SUPERVISOR:

Senior Director, Special Education

POSITION(S) SUPERVISED:

Management, certificated and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Plan, organize, control and direct educational operations, activities and services at assigned schools including curriculum, instructional programs, processes and procedures
- Supervise the provision of legally defensible and compliant special education services for students with special needs; assure free appropriate public education by providing access to general education and specialized educational services; monitor and assure the proper development, implementation of Individual Educational Program (IEPs) and Specialized Physical Health Care (SPHC) procedures; attend and serve as the administrative representative in IEP meetings; work with staff to determine and secure specific services to be provided according to the individual needs of students as described in the IEP
- Supervise and evaluate the performance of itinerant, certificated, classified and other assigned staff;

interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate daily attendance and staffing adjustments; subordinate work assignments and review work to assure compliance with established requirements; direct the development and implementation of professional development activities for faculty and administrators

- Maintain management information, student and staff attendance systems; prepare, submit and monitor reports and other data regarding school activities, needs and services; assist with the preparation, implementation and training for site disaster preparedness plans and drills
- Oversee initial intakes, staff and leadership meetings, admission planning/preparation and student placement in special education programs; review referrals and determine eligibility of applicants in accordance with applicable laws, rules, policies and procedures
- Organize, monitor and oversee the bus rider program and select riders; collaborate with district transportation departments for bus selection; provide staff training as needed; respond to staff and parent concerns; review paperwork for reimbursement and payments to employees
- Oversee maintenance of school buildings; monitor need for repairs and remodeling; collaborate with custodial staff regarding maintenance concerns
- Assure proper and timely resolution of student, administrative, parent, staff, faculty and public issues, conflicts and complaints; monitor, analyze and adjust activities in response to student needs and progress
- Prepare and maintain a variety of narrative and statistical reports, records and files related to personnel and assigned activities; oversee and monitor school site budgets and expenditures for special education programs; maintain confidentiality of sensitive and privileged information
- Attend professional meetings and conferences; drive a vehicle to conduct work as assigned
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Organize and participate in after school recreational programs for students and families
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university with major course work in special education

or a related field

- Five (5) years of special education experience including classroom experience and administration/coordination of special education programs
- Proven record as an accomplished and effective educational leader

Knowledge of:

- Planning, organization and direction of educational operations, activities and services at assigned special education schools including curriculum, and instructional programs, processes and procedures
- Curriculum design, standards, interpretation and application in Special Education schools
- Local, State and Federal standards and requirements governing school site operations
- Applicable special education laws, codes, regulations, policies and procedures
- Free appropriate public education mandates and regulations
- Moderate to Severe Disabilities
- Specialize Physical Health Care (SPHC) protocols
- Positive behavior management techniques
- Community resources and social service agencies
- Union contracts, polices and protocols
- Human resources and best practices to support staff
- Comprehensive organization, activities, goals and objectives of assigned programs and services
- Instructional techniques and strategies related to special education programs and services
- Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures
- Oral and written communication skills
- Budget preparation and expenditure control
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Public relations techniques

Skills and Abilities:

- Plan, organize, control and direct educational operations, activities and services at assigned special education schools including curriculum, and instructional programs, processes and procedures
- Supervise the provision of legally defensible and compliant special education services for students with special needs
- Provide supervision, leadership, direction, and support to certificated and classified staff and evaluate the performance of assigned personnel
- Oversee the development and implementation of school programs, services, schedules, goals, objectives, plans, strategies, events, standards, projects, processes and procedures
- Direct and participate in the development and implementation of curriculum standards
- Investigate and resolve student, parental, administrative and staff issues, conflicts and complaints
- Assure adequate personnel, instructional materials and resources to meet educational needs
- Communicate effectively both orally and in writing
- Interpret, apply and explain laws, codes, regulations, policies and procedures
- Coordinate and supervise required state and local testing
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer, tablet and assigned office equipment
- Analyze situations accurately and adopt an effective course of action

- Meet schedules and time lines
- Work independently with little direction
- Plan and organize work
- Maintain confidentiality
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

Desirable Qualifications:

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- Possess or be eligible for a California Administrative Services Credential
- California Driver's License with evidence of insurability

Approved 03.01.16
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