

# Job Description

## PRINCIPAL, SPECIAL EDUCATION

### Job Purpose

Serves as the chief administrator and instructional leader of a special education school or center; establishes and maintains educational programs in compliance with District objectives; directs the operations of the school site; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

### Responsible to

Superintendent or designee

### Subordinates

Assistant Principal, Special Education as assigned, Certificated and classified personnel as assigned

### Functions

#### *Essential Functions*

1. Performs the duties of chief administrator at a school or center serving an extended geographical community of special education students in compliance with state and federal law, Board of Education rules, administrative regulations, and consent decrees.
2. Assists with the interviewing, hiring, and assigning of certificated and classified staff as mandated by state and federal legislation; formally evaluates certificated and classified staff as required.
3. Oversees the medical needs of the students by monitoring the treatment protocols and ensuring that the proper equipment and supplies are available; plans for and responds appropriately in an emergency or crisis situation, utilizing District and community medical resources.
4. Maintains the well-being of the medically fragile and vulnerable students by coordinating the reporting of all suspected cases of child abuse to the proper authorities in the prescribed manner.
5. Serves as the instructional leader of the school by providing in-service to certificated staff regarding new instructional methodologies and technology; ensures that instruction provided complies with all District policies; provides staff development for all classified staff.
6. Participates in the Individualized Education Program (IEP) meetings for enrolled students; verifies that the meetings are conducted annually and that the necessary records and other legally required documents are completed and processed by all staff members involved.
7. Collaboratively creates and implements a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
8. Complies with and implements the District Discipline Foundation Policy and ensures respective data is entered into all District systems (i.e., iSTAR and LAUSDMax).
9. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
10. Plans and coordinates extra-curricular activities for students, including interaction with students at general education sites.

11. Monitors the operation of the physical plant by communicating with the plant manager concerning the maintenance of and repairs to the school site to meet the needs of a severely disabled school population.
12. Monitors the operation of the school cafeteria; informs the cafeteria manager of the particular dietary needs of the students.
13. Oversees the safe and appropriate transportation of all students to and from school and extracurricular activities; looks after students until adequate home supervision can be located.
14. Interacts with various county and state agencies that serve special education to optimize services for the students; collaborates with the Partnerships and Adopt-A-School Office to develop and maintain relationships with outside business entities.
15. Provides parents with information concerning the special needs of the students, special education law and due process; participates in due process mediation as required.
16. Prepares the school budgets and maintains control over budgetary allocations.

### ***Other Functions***

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

### **Qualifications**

#### ***Education***

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study. Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology

#### ***Experience***

##### ***Required***

1. At least eight school years of successful full-time public school certificated service, no fewer than three school years of which must have been in teaching service.
2. At least two school years of successful full-time public school certificated service in an instruction program(s) of two or more grade levels, pre-school through grade 12, inclusive.
3. At least two years of full-time paid professional service in a special education school, special education class, or in a similar situation working with students having special education needs.

##### ***Desirable***

Successful school service as a counselor, psychologist, supervisor, administrator, program specialist, or adviser.

##### ***Credentials***

A valid California K-12 teaching credential and an Administrative Services Credential authorizing K-12 service must be in force and on file.

### **Knowledge, Skills, Abilities, and Personal Characteristics**

1. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of special education.
2. Knowledge of Pre K-12 and special education curriculum and District instructional objectives.
3. Knowledge of effective administrative and managerial practices and ability to implement them.
4. Ability to utilize subordinates effectively.
5. Ability to plan, organize, prioritize, and manage time for self and others.
6. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
7. Leadership skill in facilitating group processes, including consensus building and resolution of conflict.
8. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, Board of Education rules and resolutions, collective bargaining agreements, negotiated contracts, and consent decrees.
9. Knowledge of, and skill in, effective budgetary processes and school finance.
10. Skill in obtaining alternative funding resources.
11. Knowledge of staff development resources.
12. Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
13. Ability to communicate effectively with students, supervisors, co-workers, parents, community representatives and other District personnel, both individually and as a group.
14. Ability to make formal, public presentations.
15. Ability to compose and comprehend written communication.
16. Ability to observe students' and subordinates' activities.
17. Ability to cope with crisis situations.
18. Ability to cope with multiple tasks.
19. Ability to travel to other sites/locations.

### **Health**

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44539 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

### **Special Requirements**

Annual Bloodborne Pathogen training (new employees must complete prior to employment).

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*[The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.]*

*[This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.]*