

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

PRINCIPAL – SPECIAL EDUCATION PRESCHOOL

DEFINITION

Under the direction of the Assistant Superintendent, Educational Services, plan, organize and direct the provisions of Special Education Preschool services in support of the County Office departments, schools and programs; research, analyze and evaluate service delivery models; manage and oversee the day to day operations of an assigned site; interpret and apply federal, State and local district compliance with laws and regulations related to Special Education and assigned areas; supervise the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

Administers special day class at various sites as assigned. Supervises and evaluates assigned certificated and classified staff. Develops program budgets, initiates purchase orders and approves and monitors all expenditures for assigned programs. Chairs IEP meetings and represents county programs at designed IEP meetings; assists as appropriate with screening and placement of students in programs. Monitors and supervises best practices in instruction, assists in the development of curriculum. Complies with and implements state and federal guidelines pertaining to special education. Participates in special education program development and planning. Acts as liaison between assigned programs and school district sites. Participates in the activities of assigned programs, special projects, review and purchase of materials, form development, establishment of department procedures and in-service opportunities. Supervises maintenance and operation of assigned school site. Disseminates program information to parents and public; arranges, organizes and develops appropriate parent and community involvement and initiates and receives Level II referrals to districts, Arranges transportation for students in assigned programs. Conducts staff meetings, attends leadership meetings and other required meetings.

SUPERVISORY RESPONSIBILITIES

Responsible for overall direction, coordination and evaluation of employees under his/her supervision. Training, planning, assigning and directing work of employees. Addresses complaints and resolves problems.

MINIMUM QUALIFICATIONS

Education and Experience

Possession of a valid California credential authorizing service as a school principal and have experience in the education of individuals with exceptional needs. Experience in an administrative capacity preferred.

Knowledge

Knowledge of special education programs; applicable state and federal laws; sound budgeting practices; current principles, practices, and techniques of effective administration; curriculum and instruction; principles of supervision, training and performance evaluation and sound personnel practices.

Skills and Ability

Ability to plan, assign, direct and evaluate the work of employees in assigned programs; conduct meeting in a direct, succinct manner; establish and maintain good working relationships with county office staff, school district staff, parents and the public; communicate effectively in writing and verbally; operate computers and assess e-mail and internet; and develop appropriate goals and objectives for students in assigned programs.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid Administrative Services Credential

Valid California Teaching Credential

Valid and appropriate Special Education Credential

Valid California Driver's License

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12/08/05