

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Student Programs and Services, plan, organize, control and direct the instructional operations, activities and programs of assigned County Office special education school; coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the instructional operations, activities and programs of assigned County Office special education school; establish and maintain related time lines and priorities; direct the day-to-day activities of the special education school sites; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities; oversee the development and implementation of special education school programs, projects, services, plans, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate and direct communications and information between teachers, administrators, staff, parents, law enforcement agencies, outside organizations and the public to meet the needs of students and assure smooth and efficient school operations and activities; receive, evaluate and resolve parental, administrative and staff issues, conflicts and complaints related to assigned schools.

Oversee the development of curriculum standards; administer and monitor special education school instructional programs and activities to assure compliance with established curriculum requirements; direct activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Direct and participate in activities related to the discipline of students according to established policies, requirements and procedures.

Monitor and evaluate special education school programs, policies and procedures for educational effectiveness and operational efficiency; develop, implement and modify programs, policies and procedures to enhance the educational effectiveness and operational efficiency of special education school operations and activities.

Coordinate and conduct enrollment and orientation sessions for new students; assure student understanding of special education school standards, requirements, practices, policies and procedures; serve as a liaison with school districts referring students to special education school and coordinate related transfer and enrollment functions.

Assure adequate instructional facilities and resources to meet student needs; monitor student attendance and school site rosters to identify attendance problems and assure instructional program and facility capacity to meet student enrollment demands; arrange for facilities maintenance and repairs as needed; coordinate bus services to meet student transportation needs.

Monitor and analyze progress of student academic performance and behavior; coordinate and direct the administration of assessment tests to assure accurate determination of student academic progress; analyze student results and adjust instructional activities to meet student needs.

Oversee and participate in the preparation and maintenance of various records and reports related to students, attendance, plans, programs, discipline and assigned activities; direct and participate in the preparation and processing of leave slips, reimbursements, grants and various forms and applications as required; direct the preparation of notices, handbooks and other informational materials.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; refer students and families to community resources and other outside agencies as appropriate.

Direct the preparation, development and maintenance of the annual school calendar; participate in the planning, scheduling, development and implementation of staff development activities.

Administer and assure special education school compliance with the requirements of Title I, III and IV programs and functions as directed; coordinate student support services in areas related to special education, counseling and health as required.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Assist in the development and preparation of the annual preliminary budget for assigned special education school; assist in assuring expenditures do not exceed established limitations.

Attend and conduct a variety of meetings as assigned; coordinate, arrange and attend parent-teacher conferences and assure resolution of related issues and conflicts as directed; attend and participate in various boards, committees and commissions as required; prepare and deliver oral presentations concerning special education school operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the instructional operations, activities and programs of assigned County Office special education school.

Applicable sections of the State Education Code.

Curriculum standards, interpretation and application in special education school and programs.

Local, State and federal standards and requirements governing special education school.

County Office policies and procedures concerning student discipline.

Instructional techniques and strategies related to special education school and programs.

Comprehensive organization, activities, goals and objectives of special education school.

Principles, practices and procedures involved in the development and implementation of special education school programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the instructional operations, activities and programs of assigned County Office special education school.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of special education school programs, projects, services, plans, strategies, goals and objectives.

Receive, evaluate and resolve parental, administrative and staff issues, conflicts and complaints related to special education school.

Administer and monitor special education school instructional programs and activities to assure compliance with established curriculum standards and requirements.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer 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.

Oversee and participate in the preparation and maintenance of various reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied and abusive individuals and aggressive student behavior.

Adopted: 2/17/2023
