

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Special Education, plan, organize, control and direct the provisions of Special Education 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the provisions of Special Education services in support of the County Office departments, schools and programs; manage services and activities of multiple Special Day classes and Itinerant Special Education services for students, including services for students with visual, deaf or hard-of-hearing, or orthopedic impairments, infant/preschool, secondary and elementary age mental retardation, medical fragility, autism, or other severely disabling conditions.

Interpret, apply and assure compliance with federal, State and local district laws and regulations related to Special Education and assigned areas.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide supervision and support to education staff at various sites throughout the County.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; identify resource needs; recommend and implement policies and procedures; research, analyze and evaluate service delivery models; recommend appropriate service and staffing levels.

Chair Individualized Education Planning (IEP) meetings regarding placement, services, change of placement or discharge of children in area of responsibility.

Assist teachers in the preparation of individualized programs for pupils; observe, consult with, and assist teachers as needed in service delivery development.

Manage and oversee the day-to-day operations of an assigned site including facility needs, space allocation and site development.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; assure timely and accurate submission of reports to State and federal authorities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; negotiate and resolve significant and controversial issues.

Develop and prepare the annual preliminary budgets for assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct and implement adjustments as necessary.

Provide responsible staff assistance to the Assistant Superintendent; prepare and present staff reports and other necessary correspondence; conduct a variety of organizational studies, investigations and operational studies.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; make presentations as directed; participate on a variety of boards and commissions.

OTHER DUTIES:

Maintain current knowledge of new trends and innovations in the fields of Special Education; review pertinent legislation and implement specified recommendations emanating from State Department of Education regarding Special Education.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Special Education programs and services.

Operational characteristics, services and activities of Special Education.

Analysis and evaluation of services, policies and operational needs.

Principles and practices of Special Education service development and administration.

Principles of child and human development.

Services and curriculum appropriate for educating severely handicapped students or students with other disabilities.

Principles and practices of curriculum development and instructional teaching strategies.

Current trends, research and development in the areas of student learning, student needs and institutional responses.

Principles and practices used in evaluating the handicaps of children in order to assure proper services including a broad range of handicapping conditions exhibited by students.

Appropriate behavioral management strategies and interventions.

Budget preparation and control.

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.

ABILITY TO:

- Plan, organize and administer assigned Special Education services.
- Supervise the performance of assigned personnel.
- Recommend and implement goals, objective and practices for providing effective and efficient special education services.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Facilitate IEP meetings effectively.
- Assure County Office and school districts' compliance with laws and regulations.
- Prepare and administer budgets.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, 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.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in a related field or related field and four years increasingly responsible special education teaching or therapy experience including one year of administrative experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services credential.
- Valid California Teaching Credential.
- Valid and appropriate Special Education Credential.
- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.