

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: PRINCIPAL/Coordinator – SPECIAL EDUCATION
WORK YEAR: 221 Days
NON WORK: 27 Days

PRIMARY FUNCTION:

The position of Principal/Coordinator – Special Education , under the direction of the Assistant Superintendent of Special Education/SELPA and the Chief Academic Officer, serves as the site administrator and instructional leader of the Special Education School; administers school-wide curriculum and all phases of the instructional program and management of the facility; supervises and evaluates assigned personnel; provides leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement; provides communication between the District and other educational and community partnerships. Ensures that all special education rules, regulations and laws are followed and provides a positive learning atmosphere for special education students.

ASSIGNED RESPONSIBILITIES:

Serve as Site Administrator for the Special Schools.

Coordinate several handicapped pre-school programs throughout the District.

Monitor and coordinate the ongoing referral, assessment and placement procedures.

Develop staff development programs related to special education.

Monitor and coordinate the contractual agreements with non-public schools providing services to special education pupils.

Provide leadership and support to building principals and teachers in implementing special education procedures.

Prepare reports on various meetings as appropriate.

Participate in management meetings as appropriate.

Serve on various district committees addressing topics related to special education.

Develop and implement curriculum in special education.

Monitor and coordinate contractual agreements with Riverside County Superintendent of Schools for reciprocal services provided to special education pupils.

Assure compliance with legal requirements for educating special education pupils in the least restrictive environment.

Coordinate and plan Extended School Year at school site.

Principal for Extended School Year at school site.

Assist in the development of policies, procedures and regulations for the special education program.

Monitor and carry out administrative placements for special education pupils.

Assist in the evaluation of the special education program.

Organize, supervise, implement, and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities, standards and guidelines.

Provide instructional leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range goals and plans.

Provide leadership in the delivery of appropriate staff development and the continued professional growth of faculty and staff.

Supervise and evaluate the performance of all school site personnel in accordance with the District's adopted evaluation policies.

Identify services and resources necessary to assist in the implementation of an effective educational program.

Develop and implement a master schedule.

Provide a safe and orderly environment for staff and students, and establish and maintain an effective learning climate in the school.

Direct the planning, implementation and evaluation of fiscal management and all functions which facilitate the instructional program.

Attend various student functions taking place during the school year.

Supervise and implement auxiliary services including safety programs, testing programs, textbooks, and equipment.

Develop a master plan of class organization and school operation.

Supervise the student attendance program and procedures.

Implement the collective bargaining contracts for certificated and classified employees that you supervise.

Establish a program of community relations to support and communicate the educational goals to parents, community organizations, and the public.

Oversee the proper maintenance and care of all buildings, equipment and campus grounds.

Maintain a clean, safe, and healthy school environment and facility.

Establish, maintain and nurture successful working relationships with parents, community members, students, and school related outside agencies.

Performs other duties as assigned by the Superintendent and/or Assistant Superintendents.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

Special Education law, rules and regulations

Individual Education Plans (IEPs) and the laws and regulations with regards to IEPs
Comprehensive organization, activities, curriculum development, supervision, goals and objectives of an Elementary School.

School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement.

Principles, theories, practices, methods and techniques used in curriculum development, classroom instruction, special education instructional supervision and student learning.

Principles, theories, practices, methods and techniques for counseling, guidance and discipline which promote appropriate student conduct and motivation for student learning with regards to special needs students.

Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques.

Ability to:

Demonstrate effective instructional, organizational, and administrative leadership.
Set school wide operational priorities and manage time effectively.

Work independently with little direction.

Analyze problems, identify potential solutions and make appropriate and effective decisions.

Establish and maintain effective organizational and community relationships.

Work in a diverse socio-economic and multicultural community.

Communicate effectively both orally and in writing.

Effectively work in a demanding environment.

Train and evaluate the performance of assigned staff.

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

Operate a computer and job-related equipment.

Maintain consistent, punctual and regular attendance.

Meet schedules and time lines.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

PHYSICAL:

Ability to push, pull, and transport instructional and/or presentation materials.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

MENTAL:

Ability to organize and coordinate schedules

Ability to analyze and interpret data

Problem solving

Ability to communicate with the public

Ability to read, analyze and interpret printed matter and computer screens

Ability to create written communication so others will be able to clearly understand the written communication

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

ENVIRONMENT:

Indoor – frequently

Outdoor – occasionally

Ability to work at a desk and in meetings of various configurations.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential

Master's Degree

A minimum of five (5) years of experience as a classroom teacher in Special Education with increasing responsibilities at the site level.

A minimum of two (2) years of administrative experience in one or more areas of Special Education Administration

Must possess a valid driver's license

Demonstrates knowledge of Special Education Program