

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: PRINCIPAL - SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Director-Special Education, plans, organizes and provides instructional and administrative leadership to the staff and students in assigned special education programs and sites; directs implementation of instructional programs; determines appropriate classroom placement for students; maintains management information; prepares and administers multiple school budgets, contracts for personnel services and other agreements; serves as liaison with districts, the County Office, community agencies, parents and the public; selects, supervises and evaluates certificated and classified personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plans, organizes and provides instructional and administrative leadership to the staff and students in assigned special education programs.

Trains and evaluates the performance of assigned certificated and classified staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; designs and participates in staff development and training; coordinates the recruitment and selection of ancillary staff for County Office and/or district programs.

Implements, monitors, evaluates and provides leadership for the development of Special Education curriculum and instructional programs; coordinates and monitors State and district-wide testing; develops and provides staff development activities for program improvement.

Determines appropriate classroom placement for students, methods of handling inappropriate or unsafe student behaviors, and disciplinary actions; assures appropriate and legally mandated instruction of students receiving home teaching; manages referrals in coordination with multiple school districts for incoming and transitioning students.

Monitors and assures the proper implementation of Individual educational Plans (IEPs) and Specialized Physical Health Care (SPHC) procedures; works with staff to determine and secure specific services to be provided according to the individual needs of students as described in the IEP; participates in periodic State-wide focused monitoring of IEPs.

Manages short-term, on-going and long-term instructional programs for students across various classrooms and sites; assures compliance, safety and instructional quality during short-term or long-term certificated or classified staff vacancies.

Maintains management information and student and staff attendance systems; prepares, submits and monitors reports and other data regarding school activities, needs and services; assists with the preparation and implementation of, and training in, site disaster preparedness plans and drills.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Serves as liaison and networks with community agencies, school districts and other County Office

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departments; resolves parents' concerns regarding IEPs; responds directly or facilitates staff responses to parental inquiries, concerns and complaints; coordinates program operations at sites on regular educational campuses with district staff, students and parents; distributes materials; obtains staff signatures for department or Office-wide requests; investigates complaints or concerns from parents or staff.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Assists in the preparation and monitoring of budgets for multiple sites; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Assists with planning, locating and developing suitable facilities for special education programs; inspects potential sites; administers and monitors the terms of lease agreements within established guidelines; oversees and assures the proper maintenance of assigned sites.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, coordination and implementation of assigned special education programs;  
 Budget preparation and control;  
 Program building, operations, funding and maintenance;  
 Curriculum development and implementation;  
 Program evaluation strategies;  
 Teaching theories and practices;  
 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:**

Coordinate, plan and provide instructional and administrative leadership to the staff and students in assigned special education programs;  
 Direct implementation of instructional programs;  
 Determine appropriate classroom placement for students;  
 Maintain management information;

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Prepare and administer multiple school budgets, contracts for personnel services and other agreements;  
 Serve as liaison with districts, the County Office, community agencies, parents and the public;  
 Select, supervise and evaluate certificated and classified personnel;  
 Communicate effectively;  
 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 timelines;  
 Work independently with little direction;  
 Plan and organize work;  
 Maintain records and files;  
 Prepare comprehensive narrative and statistical reports

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education or related field and a minimum of five (5) years teaching or related special education program experience. In addition, a minimum of 3 years of administrative experience is required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credentials  
 Special Education Credential or Pupil Personnel Services Credential  
 Valid California driver's license


**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
 Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Communicating to exchange information and make presentations  
 Dexterity of hands and fingers to operate a computer keyboard  
 Seeing to read a variety of materials

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Approved: Larry Oshodi  
 Assistant Superintendent-Personnel Services

Date

Revised 3/31/17: Removed Valid California Multiple Subject, Single Subject or equivalent credential  
 Revised 8/28/20: Experience requirement updated.  
 Revised 4/20/21: Abilities and Physical Demands updated