

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINCIPAL – SUMMER ENRICHMENT CAMP

BASIC FUNCTION:

Under the direction of the Director-Special Education, plans, organizes and provides instructional and administrative leadership to the staff and students assigned to the SCCOE Summer Enrichment Camp; directs implementation of instructional programs; determines appropriate classroom placement for students; maintains management information; prepares and administers program budget, contracts for personnel services and other agreements; serves as liaison with the County Office, community agencies, parents and the public; selects and supervises certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and provides instructional and administrative leadership to the staff and students in the SCCOE Summer Enrichment Camp.

Determines appropriate classroom placement for students in the Summer Enrichment Camp, methods of handling inappropriate or unsafe student behaviors; assures appropriate and legally mandated instruction of students in the program.

Monitors and assures the proper implementation of Individual educational Plans (IEPs) as appropriate and Specialized Physical Health Care (SPHC) procedures.

Manages the instructional programs for students in the Summer Enrichment Camp across various classrooms and sites; assures compliance, safety and instructional quality for students in the Summer Enrichment Camp.

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.

Handles 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 pertaining to the SCCOE Summer Enrichment Camp.

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 specific to the SCCOE Summer Enrichment Camp.

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.

Principal – Summer Enrichment Camp

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;
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 and supervise 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.

Principal – Summer Enrichment Camp

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
	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52403...	5/5/2021 1:03 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date