

JOB TITLE: **PRINCIPAL, SPECIAL EDUCATION FACILITY**

REPORTS TO: Director, Department of Instruction

POSITION PURPOSE:

Coordinate activities, supervise staff, facilitate building structural needs and allocate resources to meet needs of assigned programs for students with identified disabilities.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries specific administrative authority to effect the responsibilities in the job description. All commitments outside of authorized programs and service are subject to prior approval by the supervisor of this position.

ESSENTIAL JOB FUNCTIONS:

1. Supervise a special education facility for school-age students with identified behavioral disabilities.
2. Assist the Director of Instruction in the administration of rules, regulations, and procedures with the policy structure of the MESD for the operation of the program.
3. Supervise the planning and implementation of individual student plans and related due process mandates provided by TSPC licensed, state licensed and classified personnel and provide instructional supervision to staff as needed.
4. Oversee and assist in the writing and review, evaluation and revision at least annually of the program service objectives for each program assigned to the principal.
5. Develop, implement and evaluate annual school improvement efforts and staff development plans aligned with state school reform efforts, changes in state and federal laws and best practices, the MESD superintendent's goals, and the Department of Instruction for meeting the needs of students within the facility.

11611 N.E. Ainsworth Circle, Portland OR 97220-9017 ▪ P.O. Box 301039, Portland OR 97294-9039 ▪ (503) 255-1841 ▪ FAX (503) 257-1519

6. Gather program data, synthesize results, and submit written/verbal reports to the districts, regional programs, and state and local agencies with which MESD has entered into agreements and/or contracts.
7. Establish and monitor procedures for the selection and purchase of evaluation instruments, protocols, adaptive equipment, instructional materials and curriculum for assigned programs.
8. Communicate and monitor the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.
9. Communicate effectively with school personnel, parents, other professionals, advisory groups, and/or coordinator, in order to serve referred and enrolled students, plan for and operate services. Participate in meetings and activities related to social service agencies, school districts, ODE or other partners.
10. Develop, submit, implement, and monitor budgets according to established guidelines and priorities, and to pursue grants and contracts supportive of alternative programs and local district needs.
11. Make recommendations to the Director of Instruction regarding selection, assignment, and other personnel matters and manage and evaluate personnel within the program.
12. Assist the Director of Instruction in the development of resolutions and other projects.

OTHER JOB FUNCTIONS:

1. Act as a teacher as needed.
2. Perform other job-related duties as necessary.
3. Maintain records and write reports.
4. Conduct parent conferences as needed and provide progress reports on students to parents.
5. Transport students as necessary.
6. Conduct staff meetings.
7. Adhere to the policies of the district and procedures of the department and/or section.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of best practices in strategies/programs for students with behavioral disabilities.
- Ability to objectively evaluate and document student learning, staff performance, and the achievement of program objectives.

- To have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Effective and strong oral/written communication skills in order to work collaboratively with a variety of school and community personnel and parents of students with disabilities.
- Knowledge of computer skills for word processing with ability to write/analyze/compile data for required reports.
- Knowledge, training or experience in computer-assisted instruction, instructional computer software.
- Ability to organize and prioritize multiple projects or daily assignments and meet multiple timelines as requested by the Director of Instruction or Coordinator.
- Ability to be flexible and fluid with schedule or meeting changes.
- Ability to coordinate and collaborate well with local education agencies and outside agencies.
- Valid driver's license.
- Driving record acceptable to agency carrier.
- Own transportation.

EDUCATION AND EXPERIENCE:

Three years educational administrative or supervisor experience, valid Administrative License with vice principal, principal, administrator, or superintendent endorsement. Training and experience in alternative teaching strategies, learning styles, prescriptive teaching, behavior management and staff development, training or experience in writing, compiling, editing, organizing, and implementing developmentally based academic and behavioral curriculum, experience in program evaluation, development and alignment of curriculum with state standards and school reform. Preference will be given to teaching and/or administrative experience with at-risk youth, special education, and diverse student populations.

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods, or to otherwise balance the workload.