

Job Title: PRINCIPAL OF MODERATE/SEVERE PROGRAMS

Definition:

Under the direction of the Superintendent and Director of Special Education, the role of the principal as an instructional leader is to support student achievement and functional living skills. The principal has the primary responsibility to manage Linda Verde Center and support district policies and procedures. The principal supervises all certificated and classified employees assigned to Linda Verde Center as well as collaborate with school site administrators with moderate to severe programs on their sites to maximize student achievement and future functional living skills.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Involves the school community in articulating a vision of learning congruent with the district vision and grounded in principles of equity and high standards.
2. Develops, implements and sustains a school/community vision of learning.
3. Works with the faculty to articulate an understanding of a standards based and common core curriculum as they relate to students with moderate/severe disabilities
4. Utilizes data analysis techniques and professional learning communities to inform instructional decisions resulting in increased student learning, communication and functional living skills.
5. Promotes a positive school culture of high expectations conducive to diverse student learning and professional growth.
6. Facilitate the implementation of district-adopted alternative curriculum programs and materials.
7. Attends professional development and implements research-based best practices in the field of curriculum and special education compliance.
8. Engages stakeholders actively and effectively in sharing responsibility for planning, decision-making and problem solving at the site.
9. Evaluates all assigned personnel and frequently supports and collaborates with the onsite principal of district wide moderate/severe personnel in accordance with district-adopted guidelines.
10. Conducts frequent, systematic classroom observations to monitor instructional curriculum and special education services effectiveness at Linda Verde Center and moderate/severe programs across the district.
11. Oversees the efficient and effective operation of the learning environment, the safety and security of facilities, students and personnel.
12. Plans and supervises Extended School Year for all special education programs.
13. Serves as the Special Education liaison between the district and the AV Transportation Agency.
14. Supervises all SELPA low incidence programs and participate in the SELPA low incidence committee as well as all SELPA Lancaster District wide Itinerants.
15. Supports Linda Verde Center and district moderate severe programs in the administration of the California Alternative Assessments.
16. Serves as the liaison between district and non-public schools and SELPA Regionalized services.

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17. Models professionalism across all areas of responsibility and authority.
18. Provides stakeholders with timely, useful and understandable information related to site issues, policies and practices including data about schools and student performance.
19. Understands, prioritizes, and expends site budget in alignment with the school plan and site and district initiatives to increase student achievement.
20. Encourages parent engagement at school site events as well as school site committees.
21. Advocates for equity and inclusive practices for students with disabilities.
22. Develops and maintains community relationships.
23. Other Duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education
- Procedures, methods, and strategies of organization, management, and supervision
- Current research based instructional trends regarding elementary/intermediate age students with moderate/severe disabilities
- Alternative curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation
- Results and performance evaluation techniques pertaining to program and personnel performance effectiveness
- Human relations strategies, conflict resolution strategies, and team building principles and techniques
- California Standards for the Teaching Profession.
- California Content Standards and State Frameworks as they relate to students with moderate/severe disabilities
- Special Education compliance, laws and policies as they relate to the Individual Education Plan (IEP) process
- Education Codes pertaining to student discipline
- District adopted employee evaluation and discipline procedures including the Stull Bill
- Teachers Associates of Lancaster and California School Employees Association Agreements
- Effective instructional and behavioral strategies
- District and State Alternative assessment mandates
- Conflict resolution techniques

Skill and Ability to:

- Direct, lead, and coordinate the multifaceted functions and activities of an elementary/intermediate school facility
- Demonstrate effective instructional, organizational, and administrative leadership Analyze problems, determine alternative solutions, and make appropriate and effective decisions
- Communicate effectively in oral and written form
- Plan, develop, and maintain effective organizational and community relationships
- Operate computer and related software that pertain to job duties
- Work with an ethnically and disability diverse population

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- Utilize data analysis techniques and data
- Utilize District Student Information Technology Systems and Special Education data systems
- Mediate conflict
- Prioritize responsibilities and time effectively
- Maintain professional confidentiality
- Work harmoniously with school district personnel, parents, students, supervisors and departments

Training and Experience:

- Possession of a valid California Administrative Credential authorizing service as an elementary/intermediate school principal
- Three or more years of administrative experience required.
- Masters degree or higher from an accredited college or university in educational administration, curriculum and instruction, or special education.
- A minimum of five (5) years classroom teaching experience or related special education field
- Credential in one of the following areas:
 - Pupil Personnel Service Credential
 - Special Education teacher/specialist
 - Speech/Language Pathologist
 - Or other applicable special education related credential

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform work, which may require sitting for prolonged periods
- Is subject to inside and outside environmental conditions
- May be required to work at a computer terminal for prolonged periods
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- May be required to take and pass physical examination.
- May be required to work evenings and weekends
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work
- Must have a valid California driver's license and be insured
- Utilize own vehicle for transportation as needed

PHYSICAL REQUIREMENT INFORMATION

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Physical Demands:	HPD = Hrs. Per Day		
+	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)			X
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.			X			X
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize		X	
Write		X	
Plan	X		
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
FAX Machine	X		
Radio/Walkie Talkie			X