

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 641
EXEMPT

PRINCIPAL I – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and direct the operations and activities of a designated county office special education program, function and/or school/classroom facility; provide leadership in areas of curriculum, supervision, evaluation, and administration; coordinate communications, personnel and resources to meet the educational needs of students and ensure smooth and efficient operations; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate and network with community agencies, school districts and other county office departments; resolve parent concerns, ensure compliance regarding IFSP/IEPs; respond directly and/or facilitate staff response(s) to parent inquiries, concerns and/or complaints; coordinate program operations at sites on regular educational campuses with district staff, students and parents; distribute materials; obtain staff signatures for department or county office-wide requests; investigate complaints and/or concerns from parents and/or staff.
- Coordinate communications, personnel and resources to meet the educational needs of students and ensure smooth and efficient activities; visit county office sites to monitor activities and assist personnel; collaborate with administrators, personnel and outside agencies in the development and implementation of designated educational programs, functions, goal, objectives and services.
- Determines appropriate classroom placement for students, methods of handling inappropriate or unsafe student behaviors, and disciplinary actions; ensure appropriate and legally mandated instruction of students who receive home teaching; manage referrals in coordination with multiple school districts for incoming and transitioning students.
- Develop, implement, monitor and evaluate operations and activities of assigned special education programs and functions, policies, services and procedures for educational effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs.
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to programs, projects, budgets, students, financial activity, personnel and assigned duties; compile and evaluate a variety of statistical information for mandated reports.
- Ensure adequate resources, personnel and inventory levels to meet county office and student needs; keep administrators current regarding related issues; coordinate purchasing functions, initiate personnel recruitment, arrange services and develop community resources as appropriate.
- Implement, monitor, evaluate and provide leadership for the development of Special Education curriculum and instructional programs; coordinate and monitor State and district-wide testing; develop and provide staff development activities for program improvement.
- Manage the operations and personnel of a designated county office school site as assigned; coordinate and direct site activities to meet program goals and objectives; ensure proper and timely resolution of school site issues and conflicts.

- Manage short-term, on-going and long-term instructional programs for students across various classrooms and sites; ensure compliance, safety and instructional quality during short-term and/or long term certificated or classified staff vacancies.
- Maintain management information and student and staff attendance systems; prepare, submit and monitor reports and other data regarding school activities, needs and services; assist with the preparation and implementation of, and training in, site disaster preparedness plans and drills.
- Monitor and maintain the proper implementation of Individual educational Plans and Individual Family Service Plans and Specialized Physical Health Care (SPHC) procedures; work with staff to determine and secure specific services to be provided according to the individual needs of students as described in the IFSP/IEP; participate in periodic state- wide focused monitoring of IFSP/IEPs.
- Participate in the development and preparation of the annual preliminary budget for assigned programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Plan, organize and direct operations and activities of assigned programs, functions or school facility in support of a designated county office program; ensure proper and timely resolution of program and facility issues; ensure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Plan, organize and direct operations, personnel and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines and requirements related to assigned programs and functions.
- Plan, organize and direct the development and implementation of training sessions and other staff development activities as assigned; oversee the preparation and distribution of related training and support materials.
- Provide consultation to administrators, faculty, staff, parents and the public concerning assigned programs, educational services and functions; respond to inquiries and provide detailed and technical information concerning related activities, standards, requirements, educational practices, laws, codes, rules, regulations, policies and procedures.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned programs, functions or school facility; assist in the formulation and development of policies, procedures and programs.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, coordinators, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.

- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic public relations techniques.
- Budget preparation and control.
- Curriculum development, interpretation and application in assigned program or instructional area.
- Instructional techniques and strategies related to assigned programs, functions or school facility.
- Policies and objectives of assigned programs and activities.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Program building, operations, funding and maintenance.
- Program Evaluation strategies.
- Public speaking techniques.
- Teaching theories and practices.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate, plan and provide instructional and administrative leadership to the staff and students in assigned special education programs.
- Determine appropriate classroom placement for students.

- Direct implementation of instructional programs.
- Maintain management information.
- Prepare and administer multiple school budgets, contracts for personnel services and other agreements.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor’s degree in liberal studies or related field.
- Master’s degree preferred.

EXPERIENCE:

- Five years increasingly responsible educational experience working in field related to assigned program, function or instructional area.
- Three years school administration or supervision working in field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Teaching and/or Services Credential.
- Valid California Administrative Services Credential.
- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students, which may pose a threat to staff and/or students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and/or other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

The number of duty days for this position is based on funding and program needs.

APPROVED:

Effective: July 1, 2018

Revised: June 27, 2019