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 three three features instructional and administrative leadership to the three three features and instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the three features and provides instructional and administrative leadership to the features and provides instructional and administrative leadership to the features and the f

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.

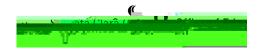
Monitors and assures the proper implementation of Individual educational Plans (IEPs) and Specialized Physical Health Care (SPHC) procedures; works with staff to determine and secure specific services to be provided according to the individual needs of students as described in the IEP; participates in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