

## 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 staff.

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