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 classifieifieie

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Principal – Summer Enrichment Camp

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credentials Special Education Credential or Pupil Personnel Services Credential Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT: Office environment Driving a vehicle to conduct work

PHYSICAL DEMANDS: Communicating to exchange information and make presentations Dexterity of hands and fingers to operate a computer keyboard Seeing to read a variety of materials

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

