

# Assistant Director/Principal

Dept/Div: Special Education/N/A

FLSA Status: *Exempt*

## General Definition of Work

Performs difficult professional work assisting with the direction and implementation of special education programming, staff, students, evaluation, reporting and curriculum, and related work as apparent or assigned. Work is performed under the general direction of the Director of Special Education. Continuous oversight is exercised over all personnel within the team.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Conducts program management and compliance.
- Supervises and monitors curriculum, program and service design, implementation and compliance with standards.
- Provides for the security and maintenance of learners' educational records.
- Oversees appropriate levels of services, curriculum and programming for student learners.
- Processes and assigns ongoing referrals.
- Oversees and monitors initial and ongoing eligibility for services.
- Serves as the administrator and leads individualized educational plans (IEP).
- Monitors due process compliance and adherence to the provision of educational services.
- Acts as a personnel manager; recruits, trains, supervises, evaluates, supports, and disciplines employees.
- Provides recommendations to the Director.
- Assists with the development of the budget; monitors and facilitates budget implementation.
- Organizes and compiles student data information.
- Implements plans for the management of student behavior.
- Supervises and monitors ongoing data input.
- Coordinates and facilitates staff development activities.
- Serves and represents the District at various committees and meetings.
- Oversees various building maintenance, construction and cleaning activities.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of curriculum and program development for special students; comprehensive knowledge of issues related to special education law, finance and due process; general skill operating standard office equipment and related hardware and software; general skill operating standard building alarm systems; general skill operating standard accounting software; general skill operating standard database systems; general skill creating and maintaining accurate data records; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to direct and evaluate the work of other professional staff; ability to evaluate and demonstrate curriculum; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with district staff, member districts, parents, consultants, students and the general public.

## Education and Experience

Master's degree with coursework in education administration, or related field and considerable experience working as a teacher, or equivalent combination of education and experience.

## Physical Requirements

## **Assistant Director/Principal**

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Minnesota K-12 Principal license.

Special Education Director license.

Minnesota State Special Education Teaching license.

Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011