

Sacramento County Office of Education Job Description

CLASSIFICATION TITLE: Principal, Student Programs

Definition

Under general direction serves as the educational leader for Alternative Education, and/or Special Education programs within the Sacramento County Office of Education (SCOE) as assigned; provides leadership and high-quality, legally compliant instructional programs to ensure that Sacramento County students with unique needs receive a high-quality education and graduate prepared for college, career, and life; performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Professional, technical, and clerical staff as assigned.

Duties and Responsibilities

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Instructional Leadership and Student Services

- Develops and implements school mission utilizing input from staff, students, parents, community, local school districts and outside agencies;
- Creates, implements, reviews, and revises curriculum and instructional objectives aligned with State Frameworks, Model Standards, Board adopted curriculum, Single Plan for Student Achievement (SPSA), Individualized Education Programs (IEPs), Individual Learning Plans, Individual Family Service Plans (IFSP), and Local Education Agency plans;
- Implements Board policy and Administrative Rules and Regulations;
- Establishes and implements emergency procedures and student behavior plans;
- Coordinates and implements staff/student orientation and recognition programs;
- Follows up on staff, student, and parent concerns;
- Monitors student transportation to ensure student safety;
- Applies a diagnostic assessment system to ensure appropriate placement of students;
- Manages the maintenance of student files including student quarterly report cards, transcripts, IEPs, IFSPs, Individual Learning Plans, Transition Plans, Rehabilitation Plans, and other related records, as applicable;
- Analyzes student assessment data to evaluate program effectiveness and student progress;
- Supports positive student growth academically, behaviorally, emotionally, and socially;
- Guides instructors in the design and implementation of effective lessons and instructional strategies;
- Develops master schedules and ensures instructional programs meet student needs and SCOE requirements;
- Coordinates student transition activities with receiving school districts, training/employment, and post-secondary education agencies;
- Assists with the development and completion of the LCAP, SPSA, federal categorical mandated documents and online reporting;
- Works as part of the educational leadership team to ensure the direction taken by the department parallels the needs of the students, districts, and community;
- Assists instructors and other personnel in the design of programs to best meet the objectives of the department.

Personnel Management, Fiscal Oversight and, Facilities Operations

- Selects assigns, trains, supervises and evaluates staff;

- Complies with all rules, regulations, and employee contracts;
- Provides administration with complete and appropriate information regarding staff concerns and suggestions;
- Documents evidence of staff performance as needed;
- Makes recommendations and changes to work processes and techniques when required;
- Provides and/or coordinates appropriate training and staff development activities for staff;
- Responsible for the development, review, and evaluation of all budgeting and financial matters within the assigned site/program;
- Collaborates with Fiscal Services personnel in the development, formulation, and preparation of site and departmental budgets and other related financial documents, ensuring all expenditures comply with the Board-approved Course of Study and curriculum requirements;
- Surveys staff regarding program needs and established priorities for the expenditure of department funds;
- Responsible for the coordination of all activities necessary for ensuring the efficient operation of assigned facilities;
- Assists in locating, securing, and inspecting instructional sites to ensure proper maintenance, safe operation, and secure learning environments for students and staff.

Partner Engagement and Collaboration

- Serves as the primary liaison between SCOE and internal and external partners, establishing and maintaining effective communication and collaborative working relationships with school districts, partner agencies, probation, families, community organizations, parents, and business partners;
- Facilitates and engages in Individualized Education Program (IEP) plan and/or Individual Family Service Plan (IFSP) meetings;
- Attends appropriate school district, community, or outside agency meetings as assigned;
- Develops and utilizes effective communication systems, including newsletters, bulletins, and staff meetings;
- Consults with students and staff by effectively utilizing the shared-decision making process;
- Aligns and coordinates programs with internal and external partners to best meet student needs and maximize effectiveness;
- Chairs and serves on advisory and ad hoc committees as assigned;

Minimum Qualifications

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential required;
- Minimum two (2) years of experience in an instructional, administrative, or other certificated role working directly with students in a special education setting or with at-risk, opportunity, or continuation student populations required;
- Experience working as a school site administrator and/or in a supervisory or management role is preferred.

Knowledge of:

- California Education Code requirements and California Administrative Code, learning theories, and state and federal laws related to Alternative and Special Education requirements;
- Child development principles and skills in developing/implementing student-centered programs and services for learners with special needs, including autism spectrum disorder, emotional disturbance, and complex/severe disabilities;
- Educational options for students with special needs, including full inclusion, designated instructional services, resource programs, special day classes, and non-public schools;
- Principles and practices of alternative education, court and community schools, and special education service delivery models;
- Effective supervision including personnel selection, training, observation, assessment and evaluation of personnel;
- Goal setting techniques including needs assessment and program evaluation;

- Curriculum development, classroom instructional strategies and assessment practices;
- Child and adolescent development, including instructional and behavioral needs of diverse learners;
- Effective implementation, supervision, and management of budgetary, facilities, and other management practices;
- Policies, procedures, and operational practices governing educational programs;
- Student placement, transition planning, grade and attendance reporting, and disciplinary procedures;
- Curriculum development, instructional strategies, program development and assessment practices;
- Knowledge and skills to build and maintain an inclusive team that focuses on student achievement;
- Standard software applications, including video-conferencing platforms.

Skill and Ability to:

- Provide effective instructional and operational leadership across multiple educational programs and sites;
- Effectively communicate knowledge and skills to others in both oral and written form;
- Establish and maintain cooperative working relationships with individuals and groups from diverse backgrounds;
- Conduct meetings and in-service training programs with educators and staff;
- Supervise, coach, evaluate, and support certificated and classified staff;
- Analyze and use student performance, program, and fiscal data to guide decision-making and program improvement;
- Facilitate meetings, including IEPs, IFSPs, staff meetings, and interagency collaborative meetings;
- Interpret, apply, and ensure compliance with laws, regulations, Board policies, and administrative directives;
- Develop, implement, and monitor budgets and ensure responsible use of public funds;
- Build and maintain inclusive, collaborative teams focused on student achievement, well-being, and successful transitions;
- Operate office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics:

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.