VICE PRINCIPAL - Special Education

Job Summary
Under the direction of the Principal, assist in providing educational and administrative leadership to staff and students at designated County school site(s) and/or Designated Instructional Services; assist in planning and supervising the work performed by staff and others within the program; assist in communicating with other schools, outside agencies, parents, students, and the public; assist in facilitating and reviewing Individual Education Plans (IEP); assist with overseeing and evaluating Certificated and Classified staff; assist in processing referrals from other districts, and provide support for the overall program.

Directly Responsible to: Special Education Principal

Supervisory Responsibilities: Classified and certificated personnel, as assigned.

Essential Functions and Responsibilities: The list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. Not all functions may be performed by the incumbent.

1. Assist in the oversight, planning, organization, and direction of day-to-day operations, educational services, and activities of the special education program.
2. Assist in directing and monitoring support activities to ensure proper implementation of educational programs, such as facilities maintenance, clerical assistance, transportation coordination, and school safety.
3. Supports case managers and service providers in Individualized Education Plan (IEP) meetings, assists in reviewing IEPs, assists in determining class placements, and monitors delivery systems for pupil services;
4. In collaboration with Human Resources, interview, hire, and onboard assigned classified and certificated staff;
5. Assist in the supervision and evaluation of certificated and classified personnel according to established procedures, guidelines, and principles;
6. Direct and assist assigned staff and conduct conferences, meetings, in-service workshops, demonstrations, and periodic classroom visits;
7. Assist in planning, coordination, and review of staff development in the areas of special education compliance and analyze and recommend appropriate measures to comply with State and federally mandated and appropriate instructional practices;
8. Assist in providing leadership to staff; communicating with students, teachers, caseworkers, parents, and other school officials and discuss a variety of educational school-related issues, problems, and concerns;
9. Assist with processing referrals from other districts and communicating with other districts about students and programs.
10. Assist in presenting a variety of reports, records, and statistical data regarding school site activities, attendance, physical maintenance, and instructional needs and services;
11. Participate and attend a variety of meetings, conferences, and other gatherings representing the school program and the county office as assigned;
12. Assist in preparing and maintaining a variety of records and reports required for compliance with state, federal, and district laws, codes, rules, regulations, policies, and procedures;
13. Maintains appropriate professional boundaries with those in the course of work.
14. Performs other related duties as assigned, consistent with the goals and objectives of this position.
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Employment Standards

Knowledge of:

• Principles, theories, practices, methods, and techniques used in classroom instruction for students in the special education program
• Federal, state, and local laws, codes, ordinances, and regulations as they pertain to special education, individual educational plans, 504 plans, and parent/student rights
• School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources, and reporting regulations
• Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students
• Professional Learning Community (PLC) concepts and implementation
• Current research, state frameworks, California Common Core State Standards, and process for guiding and supporting continuous improvement in curriculum and instruction
• A variety of assessment practices and the use of assessment data to inform instruction
• Contemporary education systems, including an extensive background in behavior management, and authentic assessment processes to meet the needs of diverse students

Ability to:

• Coordinate, plan and provide instructional and administrative leadership to the staff and students
• Collaborate with other administrators and coordinate with the principal
• Assist in planning, directing, and supervising the work performed by staff and others with the program
• Train, supervise and evaluate the performance of assigned staff;
• Apply, explain, and enforce rules, regulations, policies and procedures;
• Maintain current knowledge of program rules, regulations, requirements, and restrictions;
• Analyze situations accurately and adopt an effective course of action;
• Establish and maintain cooperative and effective working relationships with others
• Communicate effectively both orally and in writing
• Prioritize and schedule work
• Maintain records and prepare reports
• Operate standard office equipment including a computer and assigned software

Working Conditions

Environment:

• Office and outdoor environment
• May encounter frequent interruptions
• Driving a vehicle to conduct work at multiple sites
Physical Demands:
- Mental acuity to perform these tasks, to make sound decisions and judgments in the sphere of assigned duties and to make determinations relative to the effective performance of the tasks.
- Facility and stamina to sit and stand for extended periods of time.
- Facility to see and read printed materials, with or without vision aids.
- Facility to hear and understand speech on the telephone, and at normal room levels.
- Facility to speak in audible tones so that others may understand clearly in normal conversation in person and on the telephone.
- Manual dexterity to operate a telephone, computer, copier, calculator and other commonly used office equipment.
- Physical strength and agility to push, pull and lift any object weighing up to 25 pounds and carry any object weighing up to 15 pounds
- Facility to drive a vehicle

Education and Experience
A combination of training and experience, which would likely provide the required knowledge and abilities, may be qualifying. We reserve the right to determine if a candidate meets the qualifications.

Credential: (Required) Valid California Administrative Credential
Valid California Special Education Teaching Credential or Pupil Personnel Services Credential

Experience: (Required) Five (5) years of progressively responsible work experience working with pre-K through grade 12 students and two (2) years of experience with exceptional needs youth.
(Desired) Two (2) years of experience as a school administrator

OTHER REQUIREMENTS: These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States
Must hold a valid California Driver’s License
Must provide proof of automobile insurance coverage
Fingerprint and Background clearance
Valid Tuberculosis (TB) clearance
FLSA Status: Exempt
Employee Group: Certificated Management (unrepresented)

For Office Use Only:
At the time of employment, the employee will be required to sign a copy of their job description for their personnel file.
I have read, understand, and received a copy of this job description.

________________________________________ ____________________
Employee Signature Date

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