

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE: Principal/Assistant Principal

PRIMARY FUNCTIONS:

- 1) To supervise and monitor educational planning and daily instructional activities of the specified attendance center. To coordinate all pertinent information between the Tri-County program and the Assistant Director.

- 2) Directs the implementation of Tri-County special education student staffing(s):
 - a. Initial Needs Assessments
 - b. Individual Education Plans
 - c. Annual Reviews

- 3) Provides technical assistance to assigned areas:
 - a. Superintendents
 - b. Principals
 - c. Educators
 - d. Parents
 - e. Students
 - f. Students Advocates
 - g. Community Groups
 - h. Others

REPORTS TO: Program Coordinator

GENERAL ADMINISTRATIVE RESPONSIBILITIES:

- 1) Provide leadership in developing comprehensive program plans.
 - a. Assess current student needs and determine program requirements.
 - b. Formulate goals, objectives, strategies based on identified needs and develop an implementation plan based on objectives and strategies.
 - c. Formulate an evaluation plan.

- 2) Provide leadership in implementing newly planned programs.
 - a. Determine program priorities and an orderly plan of action.
 - b. Assign responsibilities to others in accordance with certifications and skills.
 - c. Implement and encourage staff in-service programs.
 - d. Monitor student plans and evaluate results.

- 3) Provide effective leadership of the ongoing program.
 - a. Respond promptly and appropriately to requests for assistance.
 - b. Cooperate with other Tri-County staff to achieve goals.
 - c. Participate in meetings and other functions.
 - d. Provide long-range planning based on present trends.

- e. Will plan organize, and preside over program meetings on a regularly scheduled basis.
- 4) Provides recommendations to administrators concerning program personnel.
 - a. May participate in interviewing and personnel employment decisions.
 - b. May participate in assignment of and scheduling of staff.
 - c. May observe and evaluate program personnel.
 - d. May recommend corrective action concerning assigned district and cooperative staff.
 - e. May assist in training of new personnel, substitutes, and volunteers.
 - f. May recommend and assist in the implementation of staff development activities.
 - 5) Assist in determining staff developments needs and facilitates the implementation of staff development goals.
 - a. May ascertain staff developments needs through needs assessment activities.
 - b. May implement staff development activities by providing assistance in the selection of topic, presenter, materials, meeting dates and places, and estimation of cost.
 - c. May assist in the development of individual performance improvement plans.
 - d. May provide staff with information about available activities and resources.
 - 6) Serve as liaison between school system and community as well as local, state, and federal agencies.
 - a. Use public relations techniques to explain school programs to the community.
 - b. Inform school personnel about available community resources.
 - c. Represent the Cooperative on appropriate school system committees.
 - d. Work with school, parents, and community personnel to accomplish joint goals.
 - 7) Demonstrate professional ethics.
 - a. Maintain confidentiality.
 - b. Cooperate with other personnel to achieve goals.
 - c. Evidence commitment to the program
 - 8) Plan and accomplish personal professional growth objectives.
 - a. Participate in professional meetings, workshops, and conferences.
 - b. Seek performance feedback.
 - c. Serve on committees and panels.
 - d. Serve as consultant to other groups.
 - 9) Implement professional responsibilities.
 - a. Adhere to established regulations, policies, rules, and laws.
 - b. Submit accurate reports promptly.
 - c. Perform other duties as assigned by Director or Program Coordinator

SPECIFIC BUILDING SUPERVISOR/ TAS ACTIVITIES MAY INCLUDE:

1. Provide supervision of all certified and non-certified staff of the building.
2. Collect class lists and check teacher certifications, eligibility, age ranges class sizes and insure that all student data is recorded, reported, and filed as appropriate.
3. Take teaching ideas from one teacher to another (field trips, units, materials, techniques, behavior modification programs.)
4. Inform teachers of materials available from available sources, companies, other classrooms within the school system.
5. Serve as a liaison between teacher, social worker, school psychologist to monitor student progress.
6. Keep the Director, Program Coordinator and office staff informed of what is happening with programs and /or individual students.
7. Assure that the integration teacher is facilitative a smooth transition for students integrated from your building.
8. Provide an opportunity for new teachers to visit other classes.
9. Participate in the updating of the curriculum system.
10. Assist Social Worker and Teacher in developing Transition Planning Guides (TPG's).
11. Participate in INAs, IEPs, and Annual Reviews of students in program and when requested by districts to which assigned.
12. Promote continuity of programs from one level to the next.
13. Make recommendation on supplies and equipment needs.
14. Provide inservice to special education teachers on an ongoing basis. Conduct and participate in staffings and consultations.
15. Perform other duties and assume other responsibilities as may be assigned by the Director or Program Coordinator.
16. Continue to update personal knowledge base concerning Special Education Law.
17. Facilitate the completion of educational diagnostics when student is referred for services.
18. Assess student's learning environment when student is referred and request is made.
19. Complete special request observations of programs and individual students.
20. Provide leadership to teachers regarding classroom management, data collection and reporting procedures.

