



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Special Education Principal, Juvenile Home Schools
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources - TZ
Prepared Date: 02/2013
Last Revised Date: 05/2016

Summary: To lead, manage and develop highly effective and innovative Juvenile Home programs for Kalamazoo County. The Principal must have the ability to work positively with students, families, the nine local school districts, the county, the court systems, community organizations and the relevant community initiatives in a collaborative manner. The Principal must be able to determine current and future Juvenile Home program direction, needs, and the opportunities for juveniles, preparing them for success in their education. Through a passion for students' education, a strong work ethic, a comprehensive understanding of developmental challenges, restorative justice, and the understanding of racism and poverty, the Principal will drive measurable improvements in outcomes for students with emotional impairments and severe behavioral challenges in our geographic area.

Essential Duties and Responsibilities:

- Provide instructional leadership
- Evaluates and supervises instruction, behavior interventions and daily operations of staff
- Interprets laws, rules and regulations to students, parents and Juvenile Home staff
- Monitors compliance with established practices and regulations
- Confers with teachers, students, Juvenile Home staff and parents concerning educational and behavioral needs in school
- Facilitates communication with local districts, parents and community agencies
- Designs and implements staff orientation and professional development programs
- Evaluates and keeps current program services for continuous quality improvement
- Facilitates School Improvement committee
- Develops and monitors school budget
- Initiates and/or guides positive system changes and training practices
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Experience in the area of transition, and working with students with various emotional impairments.

Certificates, License, Registration:

Full Approval as a Michigan Special Education Supervisor

Other Skill & Abilities:

- Effectively present information in front of groups and engage in audience
- Ability to communicate effectively including listening
- Delegates work assignments as appropriate
- Keep administrator abreast of program activity
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software
- Ability to problem solve
- Ability to read, analyze and interpret data
- Ability to write reports, correspondence, policies and procedures
- Maintains confidentiality
- Displays willingness to support and make decisions with sound judgment in timely manner
- Develops strategies to achieve department goals
- Performs duties as workload necessitates
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Practices safe work habits

Supervisory Responsibilities:

Directly supervises employees in the Juvenile Home Schools; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing, recommending candidates for hire, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually noisy.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to

handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.