



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Special Education Principal, Valley Center
Reports To: Assistant Superintendent for Special Education
FLSA Status: Exempt
Prepared By: Special Education
Approved By: Human Resources
Prepared Date: 06/2003
Last Revised Date: 06/2003

Summary: Directs and coordinates the special education program for students who attend the Valley Center School

Essential Duties and Responsibilities:

- Provide instructional leadership and facilitate school improvement
- Supervise and evaluate instruction and behavioral interventions of all staff
- Monitor compliance with established practices and regulations
- Develop budgetary plan and monitor performance
- Initiate and/or guide positive system changes and training practices
- Direct crisis interventions
- Ensure communication and marketing of services with local districts, parents, community agencies, etc
- Evaluate program at Valley Center School to ensure that objectives for student education are met
- Interprets laws, rules, and regulations to students, parents, and staff
- Oversees the preparation of reports for federal, state, and local regulatory agencies
- 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 M.S.) or equivalent and/or four to ten years related experience and/or training

Certificates, License, Registration:

Full Approval as Supervisor of Special Education

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 department 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:

Manages education staff (teachers, social worker, paraprofessionals and office support staff) within the Valley Center School; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing, recommending hiring, and 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 moderate.

The employee shall remain free of any alcohol or nonprescribed 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.