



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Special Education Principal, Young Adult Program  
**Reports To:** Assistant Superintendent for Special Education  
**FLSA Status:** Exempt  
**Approved By:** Human Resources  
**Approved Date:** 06/30/03  
**Modified Date:** 05/2016

**Summary:** To lead, manage and develop highly effective and innovative young adult programs for Kalamazoo County. The Principal must have the ability to work positively with students, families, the nine local school districts, higher education, employers, community organizations and the relevant community initiatives in a collaborative manner. The Principal must be able to determine current and future young adult program direction, needs, and the opportunities for young adults, preparing them from the ages of 18 to 26 for success in their education. Through a passion for young adult education, a strong work ethic, a comprehensive understanding of developmental challenges, the Principal will drive measurable improvements in outcomes for young adults with disabilities in our area.

### **Essential Duties and Responsibilities:**

- Provide instructional leadership and facilitate school improvement
- Prepare and conduct student IEPT meetings
- Support and monitor student's daily programming
- Evaluate and supervise instruction, work study programs, behavior interventions and daily operations of staff
- Interpret laws, rules and regulations to students, parents and staff; Monitor compliance with established practices and regulations
- Maintain required student, staff, and program documents
- Facilitate communication with local districts, parents and community agencies
- Design, coordinate, and implement staff orientation and professional development programs
- Evaluate and revise program services for continuous quality improvement
- Facilitate School Improvement committee
- Develop budgetary plan and monitor performance
- Initiate and/or guide 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 disabilities including ASD.

**Certificates, License, Registration:**

Full Approval as a 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 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:**

Directly supervises employees in the Young Adult Program and the Work Study Program; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; responsibilities include interviewing, recommending the hiring, 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. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his / her employment in the District.

**Work Environment:**

The noise level in the work environment is usually noisy.

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 position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Administrator, Tom Zahrt Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.