

STOCKTON UNIFIED SCHOOL DISTRICT

PRINCIPAL, WALTON DEVELOPMENT CENTER

DEFINITION

Interpret and implement the educational and administrative programs of Walton Development Center according to the policies and directions from the Board of Education; assign duties and responsibilities to staff members to ensure that the necessary educational services and activities to meet the needs of the students; ensure positive relationships with community, parents, students and other educational levels; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Special Education/SELPA or designated administrator and exercises general supervision over certificated and classified personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Organize and administer the Walton Development Center, assuming the legal responsibilities thereof in accordance with provisions of the California Education Code, and the rules and regulations of the Board of Education; make decisions and have discretionary authority on policies and matters that lie within jurisdiction; provide a special education program suited to the needs of severely handicapped children.

Supervise and coordinate the activities of personnel directly concerned with the instructional program, including special education teachers, special education outreach assistants, special education technicians and special education developmental assistants.

Assume responsibility for the evaluation of certificated staff assigned and submit performance reports as required.

Provide for the continuous supervision, appraisal and evaluation of the special educational and therapeutic programs, improving the teacher-learning environment. Encourage professional staff development through teacher participation in conferences and in-service training programs.

Make recommendations for selection, promotions, transfers and dismissals.

Exercise leadership within the school through the conduct of faculty and staff meetings necessary for the efficient functioning of the total school program.

Coordinate and evaluate the activities of classified employees in the financial, clerical and custodial staffs assigned to the school.

Communicate the goals and achievements of the Walton Development Center program to the public and consult with parents frequently as requested or needed.

Oversee the allocation of funds in accordance with needs in order to ensure maximum educational impact; supervise preparation of and monitor the school budget and business activities.

EXAMPLES OF DUTIES (continued)

Oversee maintenance of necessary school records such as drills, civil defense, inventories and general school program.

Assure all necessary or relevant information is passed to the educational staff of Walton Development Center.

Serve as spokesperson and liaison for Walton Development Center among the other educational and administrative entities of the school District.

Participate in relevant professional associations for special education at the local, state and national levels.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of organization and administration of programs for severely/profoundly handicapped children
- Child development learning sequences and application to the severely handicapped
- Behavior management techniques for the severely handicapped
- Causes and manifestations of various disabilities and syndromes
- Specialized adapted equipment and assertive devices for the handicapped
- Curriculum, instructional approaches, strategies and materials, and the best “state-of-the-art” educational practices for the severely handicapped
- Techniques and methods of direct and in-direct supervision
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Employer/employee relations and collective bargaining process
- Effective recruitment, selection and training practices
- Sound public relations programs and tactics
- Community programs and resources for the severely handicapped
- Policies, directions, regulations, laws and guidelines pertinent to the administration of the school’s educational and recreational programs and activities

Ability to:

- Handle special behavioral, physical and learning problems for the severely handicapped
- Counsel parents and relate to the special problems of their families
- Communicate effectively with wide variety of people including staff, students and parents, both orally and in writing
- Assess a situation and choose the most appropriate and responsible course of action
- Make sound decisions based on the process of evaluating, determining and selecting alternatives

Ability to: (continued)

- Assess other people's needs and incorporate them into day-to-day decision making
- Recognize problem areas and take corrective action
- Maintain control and objectivity during stressful situations
- Delegate responsibility and tasks, oversee their administration and provide necessary input
- Plan, organize and chair meetings
- Exercise leadership through the use of organizational, supervisory and interpersonal skills
- Administer a budget and resolve educational needs within its confines
- Elicit support, assistance and cooperation of community groups
- Physical capability sufficient to perform job tasks

Education and Education:

- Three (3) years of teaching experience
- Master of Arts or advanced degree from an accredited college or university
- A minimum of two (2) years of administrative experience as assistant principal or higher administrative position

License or Certificate:

- Credential to teach severely handicapped children and the appropriate California administrative and/or supervisory credential
- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

Salary Placement:

United Stockton Administrators

Range 04

217 Work Days