



## Allegan Area Educational Service Agency

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### VACANCY

**TITLE:** PRINCIPAL (HILLSIDE LEARNING & BEHAVIOR CENTER)

**CONTRACT:** 215 DAY CALENDAR

**REPORTS TO:** DIRECTOR OF SPECIAL EDUCATION

**LOCATION:** HILLSIDE MAIN CAMPUS

#### POSITION SUMMARY

This position is responsible for providing educational leadership and performing duties necessary for the successful delivery of Special Education and related services in a center-based setting. The incumbent oversees the daily operations of the Hillside Learning and Behavior Center, which includes three programs at two sites.

#### PRINCIPLE DUTIES AND RESPONSIBILITIES

*(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)*

- ▶ Provides leadership and supervision in the management of Hillside Learning & Behavior Center special education programs for students age birth to 26 with cognitive impairments, emotional impairments, health impairments, learning disabilities, speech and language impairments, and other low incidence disabilities.
- ▶ Provides leadership and supervision in the management of Hillside Learning & Behavior Center special education services, including but not limited to occupational therapy, physical therapy, school social work, and speech/language therapy.
- ▶ Ensures compliance with the Individuals with Disabilities Education Act (IDEA), Michigan Administrative Rules for Special Education (MARSE), AAESA Board of Education and Organizational Policies, and other applicable rules and regulations.
- ▶ Facilitates development and implementation of curricula for special education programs that align with extended state standards and evaluates program effectiveness.
- ▶ Coordinates and facilitates the administration of state assessments according to state requirements.
- ▶ Completes and submits required state reports on time and with accuracy.
- ▶ Serves as or assigns an administrative representative for all Individualized Education Program (IEP) Team meetings for students attending Hillside programs.
- ▶ Consults with AAESA administration to improve instructional services and to facilitate the implementation of a Professional Learning Community (PLC) framework.
- ▶ Establishes procedures for placement, evaluation, assignment, and re-evaluation of students with disabilities as determined by regulations and in collaboration with local district supervisors/directors.
- ▶ Facilitates continuous improvement of Hillside programs and services through effective data collection and utilization.
- ▶ Maintains current knowledge of the legal requirements governing special education and informs staff of upcoming changes.
- ▶ In collaboration with the Director of Special Education; recruits, hires, trains, mentors, coaches, and evaluates program staff.
- ▶ Makes recommendations regarding design, equipment, furniture, or facility usage for special education programming.

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- ▶ Ensures maintenance and confidentiality of records of students receiving special education programs and/or services.
- ▶ Consults with staff, parents, and outside agencies regarding special education programs and services for students enrolled in Hillside programs.
- ▶ Provides staff development opportunities that incorporate the mission of the district, program evaluation outcomes, and input from the teachers.
- ▶ Facilitates school team meetings such as curriculum, school improvement, and Positive Behavioral Interventions System (PBIS).
- ▶ Implements an effective system of teacher evaluation (adopted by AAESA) that meets Michigan legal requirements including teacher and classroom observations.
- ▶ Develops and monitors school budget in cooperation with the Director of Special Education.
- ▶ Performs other duties as directed by supervisor.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

#### RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** This position requires knowledge equivalent to that which normally would be acquired through a Master's degree (M.A.) in Special Education, Administration, Educational Leadership, or a related field; and/or equivalent combination of education and experience.

**EXPERIENCE:** This position requires a minimum of five to seven years of related experience in a special education teaching or administrative position.

**SUPERVISORY RESPONSIBILITIES:** This position has management or supervisory responsibilities. Establishes and monitors timelines or short-term goals. Supervises a group of employees, but does not have hiring or firing authority and does not evaluate subordinate performance.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** Michigan K-12 Administrative Certification, Michigan K-12 Special Education Certification and Director/Supervisor Certification or the ability to obtain these Certifications is required. Autism Spectrum Disorder /Emotional Impairment endorsements preferred.

#### OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

#### REQUIRED:

1. Anticipates client needs and may troubleshoot highly sensitive or confidential issues. Interacts with high level contacts in multiple functional areas within the school systems, community, government or media.
2. Errors cause considerable difficulty, damage, loss or embarrassment within and outside Allegan AESA. Error correction involves a number of other people and may require Board oversight.
3. Duties and responsibilities require a moderate to high degree of analysis, reasoning, problem solving, creativity, and initiative.
4. Knowledge of state and federal regulations as they relate to special education, instructional pedagogy and leadership.
5. Knowledge of best practices research in the field of special education.
6. Knowledge of disabilities including but not limited to Autism Spectrum Disorder, Cognitive Impairment, Emotional Impairment, Early Childhood Developmental Disorder, and Severe Multiple Impairment.
7. Demonstrated knowledge of issues and problems in all disability areas of special education.

8. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application, including student information and education software and technology.
9. Strong demonstrated leadership skills with the ability to motivate and inspire others.
10. Ability to facilitate and lead conversations and meetings.
11. Ability to establish and maintain effective working relationships with students, staff, and the community.
12. Ability to communicate clearly and concisely both in oral and written form.
13. Ability to handle stress and conflict effectively.
14. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
15. Ability to write reports, business correspondence, and procedure manuals.
16. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
17. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
18. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines.
19. Ability to be on the job regularly and have a positive attendance record.
20. Demonstrated ability to productively manage conflict.
21. Demonstrated ability to establish and maintain effective professional boundaries with staff, students, and families.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and occasionally must manually move, lift, carry, pull or push heavy objects or materials. The employee must occasionally lift and/or move up to 65 pounds or more of files, paper, or other related equipment or supplies. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate to loud.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

**FLSA:** EXEMPT

**APPLICATIONS:**

To be considered for employment you must complete an online application. Please go to [www.alleganaesa.org](http://www.alleganaesa.org) and click on job opportunities. Applications will be screened and you will be notified if a personal interview is desired. EOM