

ST. JOSEPH COUNTY ISD

JOB DESCRIPTION

JOB TITLE: SPECIAL EDUCATION SUPERVISOR/PRINCIPAL

POSITION GOAL:

The Principal supervises the day-to-day program operations of ISD center-based programs, services and personnel.

QUALIFICATIONS:

- Master's degree and Full Approval in at least one area of special education.
- Ability to meet the requirements for Full or Temporary Approval as a Special Education Supervisor as required by Rule 340.1772.
- Ability to obtain other administrative certifications as required by State Law.
- Responsibility of employee to obtain and maintain all training(s), certificate(s), approval(s), etc. and provide documentation to the business office before expiration date of said document(s).
- Must be able to lift up to 20 pounds.
- Required to have a physical presence at the designated job site each scheduled work day.
- Must have regular and reliable job attendance, performance, and the physical ability to do the job.

SUPERVISOR RESPONSIBILITIES:

1. Provide support to individual teachers.
2. Provide information to districts regarding Federal and State laws, statutes, regulations and policies regarding special education.
3. Lead team of St. Joseph County ISD staff in supporting children and teachers.
4. Provide coaching for ISD staff in individual areas of needed growth.
5. Complete evaluation process for all team members based on schedule defined in union contract or State law.
6. Support IEP team through IEP process.
7. Consistently demonstrate professional and respectful communication skills.
8. Assist ISD team and districts in data collection and analysis.
9. Participate in special education meetings with district administration as scheduled by district.
10. Maintain CPR/AED, first aid and CPI certification.
11. Facilitate communication and collaboratively problem solve to address systemic challenges as they arise.
12. Maintain current knowledge of Michigan State Performance Plan indicators.
13. Actively participate in SJCISD leadership committees and meetings: Board of Education, Cabinet, Supervisors, and others as requested by the Director.
14. Engage in continuous learning of best practices in education.
15. Assist in transition process of children with IEP.
16. Serve as a resource to parents/caregivers seeking guidance regarding special education.
17. Develop and maintain strong and healthy relationships with local district administration.
18. Develop and foster a positive image of the St. Joseph County ISD.
19. Serve as a resource to the local districts.

20. Strategically utilize ISD resources for team professional development, supplies and mileage.
21. Attend student team meetings or (SAT Teams) (appoint a designee when necessary) for all level 5 students.
22. Lead and organize the referral process for all students entering and exiting level 5
23. Perform other duties as assigned by the Executive Director of Special Education and Early Childhood.

PRINCIPAL RESPONSIBILITIES

1. Acts as an instructional leader in the building promoting best practices in curriculum, assessment, instruction, and positive behavioral support.
2. Demonstrate leadership to plan and implement effective program practices and procedures.
3. Actively involved and leading the School Improvement Process.
4. Promotes data-based decision making.
5. Evaluates staff as assigned by Director/Superintendent.
6. Promote and encourage a strong family involvement.
7. Plans and implements staff professional development activities.
8. Works collaboratively with various community agencies.
9. Attends all ISD IEPs or appoints a designee as the District Representative.
10. Acts as facilities manager for the Pathfinder Educational Center Building and Offsite Programs.
11. Controls the collection and reporting of data for the pupil accounting and state reporting.
12. Participate in county, regional and state meetings and professional development as appropriate.
13. Perform additional duties as assigned by the Executive Director of Special Education.

REPORTS TO: Exec. Director of Special Education

PERFORMANCE APPRAISALS: Exec. Director of Special Education

TERMS OF EMPLOYMENT: 230 day position. Salary and conditions of employment established by the Board of Education

Employee Signature

Date

Print Name

cc: Personnel File

The St. Joseph County ISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decisions or the provision of services. The following people have been designated to handle inquiries regarding the non-discrimination policies: Thomas Cameron, Director of Consortium Technical Education (CTE) or Kelli Dechnik, Director of Finance and Operations, St. Joseph County ISD, 62445 Shimmel Rd., Centreville, MI 49032; Phone: 269-467-5400; Fax: 269-467-4309.