

SAN MATEO COUNTY OFFICE OF EDUCATION ASSISTANT PRINCIPAL, SPECIAL EDUCATION

Job Summary:

Under the direction of the Administrator, Student Services; oversee and direct all aspects of the Special Education K-12 program including the day to day operations, educational services, instruction, communication, budget and personnel.

Essential Duties:

- Oversee, plan, organize and direct the day-to-day operations, educational services and activities of the assigned program;
- Assist with developing and implementing curriculum standards, instructional strategies; visit sites and classrooms to monitor and provide support for instructional activities;
- Collaborate with the special education management team to ensure articulation of curriculum and services; work effectively within the context of the larger organization to support the County Office initiatives and strategic goals;
- Coordinate communications, programs, services and information between teachers, administrators, staff, school districts, outside agencies, students, parents and the public;
- Supervise, and evaluate teaching, office and custodial staff; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; conduct staff trainings and in-services;
- Assist in assuring adequate personnel, instructional materials and resources to meet educational needs at assigned sites; monitor and assist in determining staffing needs;
- Plan, organize and direct campus activities at assigned sites to assure the health, well-being and safety of students and staff in classroom and non-classroom activities;
- Coordinate student assessment testing, attendance, enrollment, registration and support functions;
- Oversee and participate in the development, preparation and implementation of Individualized Education Plans (IEP's); attend and participate in IEP meetings;
- Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information;
- Assist in the development and preparation of the annual preliminary budget; review and evaluate financial data; control and authorize expenditures in accordance with established limitations;
- Monitor and evaluate program for educational and financial effectiveness;
- Investigate and resolve student, administrative and staff issues, conflicts and complaints in a timely manner;
- Establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services;
- Prepare and present a variety of reports, records, and statistical data ;
- Perform related duties as assigned.

Knowledge of:

- Principles, theories, practices, methods, and techniques used in classroom instruction for students in the special education program;
- Federal, state and local laws, codes, ordinances, and regulations as they pertain to special education;
- Evaluation and assessment techniques used to determine effective teaching and instructional methods;
- Management principles and practices in relationship to budget administration, purchasing, financial administration, and records system maintenance;

- School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources and reporting regulations;
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.

Skills and Ability to:

- Provide leadership in the areas of curriculum and instruction;
- Plan, develop, and manage the special education program;
- Interpret and manage laws, codes, and regulations;
- Facilitate meetings with positive outcomes;
- Manage conflicts in a productive and timely manner using tact, patience and courtesy;
- Work and collaborate effectively as part of a team with other;
- Multi-task and set priorities;
- Analyze situations accurately and adopt effective courses of action;
- Work independently with little direction;
- Prepare and maintain various records, reports, and files

Licenses & Other Requirements:

- Valid Administrative Services Credential or meet the criteria and enrollment in a University program which grants the Administrative Intern Credential.
- Valid California Driver's license.

Working Conditions:

Environment:

- Indoor work environment
- Driving a vehicle to conduct work

Physical Demands:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.