

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 GAGES LAKE ROAD * GAGES LAKE, ILLINOIS 60030-1819

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PRINCIPAL JOB DESCRIPTION

- Position/Title: Principal
- Qualifications: Valid Illinois Administrative License (GADM). Professional Educator License (PEL) (LBS1) preferred. Specialized experience specific to the population of the school.
- Supervision: Assistant Superintendent for Curriculum and Assessment
- Overview: The Principal is directly responsible for overseeing the daily programs and operation of the school and related itinerant staff assigned to the building. The Principal is also the educational leader who has the primary responsibility for improvement of instruction, curriculum and staff development. The Principal is responsible for short- and long-range planning which will enhance opportunities available for all students served by the program. This position is a 12-month supervisory level position.

Areas of Responsibility and Performance Indicators:

- *I. Will ensure the appropriateness of instructional curriculum provided within the school.
 - A. Will implement and enhance, in cooperation with the staff and administration, the SEDOL curriculum which meets the identified needs of student population served. The curricular scope and sequence will meet the grade levels served.
 - B. Will be an instructional leader in all aspects of instruction and curriculum.
 - C. Will identify other exemplary programs at the state or national level for comparison purposes of the school curriculum selected.
 - D. Will at all times utilize best current educational research as the parameter for designing, adopting and implementing curricular decisions.
 - E. Will demonstrate effective interpretation and application of the Rules and Regulations governing special education.
- *II. Will provide supervisory leadership for professional and non-licensed staff within the program.
 - A. Will complete staff evaluations, using the prescribed instrument and within expected time lines.
 - B. Will develop and implement appropriate Professional Development Plans (PDP) remediation plans for staff, as appropriate.
 - C. Will keep accurate documentation for retention, promotion, and/or dismissal of staff.
 - D. Will make appropriate staff assignments, based on skills and experience of staff and the needs of students and program.

- E. Will work with Human Resources Office to employ appropriate qualified staff.
 - F. Will provide technical assistance to instructional and support staff, as well as local school district personnel as requested.
 - G. Will meet with multidisciplinary team members on an ongoing basis to ensure quality programming.
 - H. Will keep staff informed by means of weekly updates and/or monthly newsletter.
 - I. Will be available and accessible to all staff members.
 - J. Will provide pertinent information to team members concerning new students.
 - K. Will coordinate and schedule team meetings and Individualized Education Plan (IEP) meetings.
 - L. Will ensure confidentiality of all student data within program.
- III. Will monitor all components of each student's Individualized Education Plan (IEP) to ensure that each student's placement is appropriate, criteria for placement have been met, and opportunities for growth are built into program.
- A. Will work to establish appropriate class sizes for students in compliance with state and federal guidelines.
 - B. Will assign appropriate related services/personnel as prescribed in each student's Individualized Education Plan (IEP) and program objectives.
 - C. Will be responsible for maintaining student records in compliance with state and federal guidelines.
 - D. Will be responsible for compliance with member district policies and student personnel policies.
 - E. Will establish mainstreaming procedures and guidelines to ensure opportunities for interaction with non-disabled peers.
 - F. Will ensure that parental input is actively sought in the development of students' individual educational plans.
- *IV. Will assume the role of educational leader.
- A. Will operate program within SEDOL Board and local district administrative policy and will apply such policies consistently.
 - B. Will provide long range planning and coordinate the development of an annual School Improvement Plan (SIP) and program assessment
 - C. Will develop, with administration, an appropriate mission for the school to enhance the capabilities of staff and students.
 - D. Will assist in building and maintaining a culture and climate appropriate for the quality education of students.
 - E. Will provide input to assist in the development of policies and procedures appropriate to students with disabilities.
 - F. Will serve as a model and advocate for organizational goals and values.

- G. Will gather and share information and educational programming techniques/materials with staff, parents, administration.
 - H. Will coordinate services, motivate and provide direction to staff.
 - I. Will organize programs in an effective and productive manner.
 - J. Will monitor, assess, redirect and change program/services as appropriate.
- V. Will assume responsibility for planned staff development and growth opportunities.
- A. Will encourage staff to maintain membership in professional, educational, and administrative organizations.
 - B. Will share appropriate information derived from conventions, institutes, in services, journals, and literature with staff members and parents.
 - C. Will assist in the development, planning, and implementation of staff development programs based on needs assessment.
 - D. Will provide information to staff regarding current “best practices” in the field.
 - E. Will demonstrate knowledge of new methods and materials.
 - F. Will serve as “mentor” for staff interested in self-improvement and/or continuing education courses.
 - G. Will identify exemplary programs and schools at the state and national level and provide for staff visitation opportunities to learn from the expertise of others.
 - H. Will serve as an advocate for staff improvement through actively seeking input from staff attending conventions, institutes, as well as providing opportunities for sharing of new knowledge.
- *VI. Will be responsible for the development of a budget and monitoring budget activities.
- A. Will prepare tentative budget recommendations in the appropriate format and timeline as specified.
 - B. Will utilize a modified zero-based budgeting concept for the development of program budget and program objectives.
 - C. Will be responsible for accurate fund accounting in regards to all financial matters at the building level and grant expenditures.
 - D. Will work with the SEDOL Business Department to develop and implement a system for the proper utilization of donated funds.
 - E. Will be responsible for the maintenance of a building level equipment inventory.
 - F. Will provide accurate records to assist the SEDOL auditor in the completion of all financial audits for the building, upon request.

- VII. Will be responsible for the development of meaningful advisory committees as needed within the program through the establishment of participatory decision-making.
 - A. Will establish a parent advisory committee as needed (representative of all student levels) that shares a meaningful, collaborative role with the Principal to evaluate, develop, and enhance programs, make decisions about the use of contributed funds and fundraising goals/objectives.
 - B. Will establish a staff advisory committee as needed (representative of all levels of employees) that meets on an ongoing basis to collaboratively work with Principal in establishing long/short range program goals/objectives, distribution of donated funds, establishing program priorities, and staff improvement projects.
- VIII. Will, in collaboration with the manager of operations / maintenance, supervise building and grounds projects and routine maintenance projects and coordinate maintenance at the satellite sites as appropriate.
 - A. Will be responsible for providing input into the evaluation of custodian(s) and participates in the evaluation conference as requested by Facilities Manager or Principal.
 - B. Will be responsible for ensuring maintenance of a hygienically safe environment.
 - C. Will be responsible for coordinating maintenance activities with the appropriate Facilities Manager in order to ensure appropriate maintenance schedules as required to maintain the general upkeep of the building.
- *IX. Will develop and maintain a proper relationship between the program/school and central office personnel and the Executive Board.
 - A. Will be an active, contributing member of the Supervisory Administrative Team including but not limited to, attending meetings, serving on committees and presenting information/programs to administration and SEDOL boards.
 - B. Will communicate effectively with staff members, parents and community members regarding all issues involved with the Special Education District of Lake County.
 - C. Will keep the Superintendent, Associate Superintendent, Chief Financial Officer, and Assistant Superintendent Human Resources informed of all issues relevant to them relating to the school program.
 - D. Will attend appropriate principal meetings and contribute to agenda.
- X. Will be responsible for other routine matters as required in the operation of the program.
 - A. Will serve as a liaison between social service agencies serving the handicapped in the school program.
 - B. Will coordinate substitute staff with the building secretary and arrange for internal coverage for absent staff when necessary.
 - C. Will coordinate building security policies/procedures with SEDOL administration to provide for the safety and security of students and staff.
 - D. Will plan all fire and tornado drill procedures according to state guidelines and regulations.
 - E. Will secure and provide supervision for all volunteers.
 - F. Will establish a system to monitor severe and profound students in alternate and private placements (if

applicable).

- G. Will process all routine paperwork including reduced lunch approval, student information forms, public aid, enrollment, housing, extraordinary service, bilingual census, armed forces, bus incidents, logging of truancy, suspension and Illinois State Police reporting.
- XI. Will be responsible for coordination of appropriate transportation for all students with SEDOL districts (if applicable) and member district coordinators.
- A. Will provide a class list of students, school placement with appropriate starting and ending time, program calendars.
 - B. Will provide emergency forms, medical alerts, bus cards, behavior plans, and other special precaution and equipment hook-ups.
 - C. Will arrange physical movement of buses in and out of grounds.
 - D. Will facilitate safe loading and unloading of students.
 - E. Will maintain schedule for staff to supervise arrival and dismissal of students.
 - F. Will facilitate remediation of bus problems with student's district of residence
 - G. Will inservice drivers regarding medical needs, behavioral management techniques, and equipment/positioning clarification for special needs students (if required).
 - H. Will coordinate all field trip requests and monitor all expenses so as not to exceed the budget on number of yearly pre-approved field trips.
- *XII. Will maintain regular daily attendance.
- XIII. Perform other duties as assigned by SEDOL administration for the betterment of SEDOL as an organization.

*Essential Job Functions
3/27/2019 pl/hc