



**VICE PRINCIPAL, SPECIAL EDUCATION PROGRAMS
(Division of Special Education)**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of Special Education Programs and Site Principal

ESSENTIAL FUNCTIONS:

1. Under the direction of the Site Principal, the Vice Principal of Special Education Programs will model excellent educational practices and theories, develop and maintain the Special Education program, and build a positive relationship with the school, parents and other community members.
2. Work with other principals/coordinators and direct in providing leadership to the staff in determining objectives and identifying program needs as the basis for developing long and short-range plans related to special education.
3. Assist in the supervision of both Certificated and Classified Special Education staff as assigned in accordance with the program's adopted uniform guidelines for evaluation and assessment, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential.
4. Provide support for assessment, low incidence equipment and assistive technology devices and I.E.P. writing.
5. Conduct I.E.P. meetings as mandated by local, state, and federal laws as an administrative designee.
6. Communicate effectively with schools, related agencies and parents relative to student's education program, progress and school attendance.
7. Implement organizational procedures for health, safety, discipline, and conduct of students as established in the program procedures.
8. Attend conferences and trainings to stay abreast with current legal requirements for Special Education.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Ability to provide support with assistive technology desired.
 2. Knowledge of and willingness to stay abreast of current trends, innovations, practices and legal guidelines in Special Education.

3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
 4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- B. Professional Qualifications:
1. Work effectively with staff (certificated and classified), other professional organizations, and parents.
 2. Present self in a professional manner.
 3. Perform duties and responsibilities with a high degree of professional integrity.
 4. Communicate effectively with staff, parents, and students.
 5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

- A. Education:
1. Must hold proper Administrative credential and a Masters Degree
 2. Must hold a Special Education credential.
- B. Experience:
1. Successful experience in a special education setting with children, ages birth – 22, with moderate/severe disabilities.
 2. Experience working with students, ages early childhood through 8th grade, who may be Deaf or hard of hearing, have delays related to autism or other moderate to severe disabilities is preferred.

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5/19/16
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