

Opportunity School Principal  
Job Description

TITLE: Opportunity School Principal

QUALIFICATIONS: Type 75 Administrative Certificate and either a Type 73 School Service Personnel Certificate or Type 10 Illinois Certificate in two or more areas or Learning Behavior Specialist I Teaching Certificate

REPORTS TO: Director or Assistant Director of Special Education

SUPERVISES: Supervises and coordinates all programs and staff at Opportunity School.

FUNCTION: Under delegated authority from the Director of Special Education to plan, organize and direct the operation of Opportunity School programs and services.

RESPONSIBILITIES:

Recommends employment and dismissal of staff within assigned division through the Director to the KCSEC Governing Board.

Makes staff assignments with approval from the Director for those programs under his/her supervision.

Assumes responsibility for staff, facility and budget recommendations as necessary to implement program design.

Prepares and makes recommendations to the Director and Governing Board for program descriptions, standards, changes and improvements.

Plans and directs on-going annual review process of each student assigned to Opportunity School.

Recommends instructional materials to be used in classes held at Opportunity School.

Attends scheduled staffings for students who may be eligible for placement at Opportunity School when and where requested.

Ensures that all IEP procedures are complete prior to placement or a change of placements of a student in the Opportunity School program under his/her direction.

Provides expertise for new and innovative program options.

Attends all meetings called by the Director

Represents Opportunity School at community agency forums.

A. Administration

1. Develops, implements and monitors Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administration code for Special Education, School Code and other applicable laws and regulations.
2. Coordinates and participates in IEP staffings and annual reviews and facilitates the compilation of documentation for student records.
3. Evaluates teacher and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
4. Recruits, interviews and selects teachers and other staff members.
5. Facilitates communication regarding transportation requirements to each district Transportation Coordinator.
6. Participates in due process activities as needed.
7. Develops student handbook and reviews annually.
8. Coordinates activities with central office personnel.
9. Monitors and implements all building maintenance.
10. Performs other duties and assumes other such responsibilities as may be assigned by the Director of Special Education.

B. Supervision

1. Supervises assigned classroom teachers and other Opportunity School staff members.
2. Advises parents, regular and special education teachers in proper programming of students.
3. Assists in developing continuity of comprehensive programs and services for Opportunity School.

4. Assists teachers in long and short range planning and scheduling.
5. Monitors teachers and other program personnel in the adaptation and evaluation of instructional materials and curriculums.
6. Assists personnel in the improvement and updating of methods, materials and techniques for his/her professional area.
7. Orients staff to the policies, procedures and philosophy of the Cooperative, school district(s), and Opportunity School.
8. Provides pupil services including intake services, IEP's, annual reviews, classroom assignments and student schedules.
9. Observes specific students/classrooms and makes recommendations.

C. Inservice

1. Provides a continuous inservice program designed to improve the professional staff members of Opportunity School.
2. Researches, plans and coordinates in-service training programs appropriate for Opportunity school curriculum.

D. Communication

1. Provides on-going communication with district and Cooperative personnel as well as with parents.
2. Interprets and disseminates information regarding state/federal rules and regulations.
3. Informs the Director or designee of student progress, teacher and other personnel effectiveness, and program development.
4. Attends Governing Board meetings and presents information when requested by the Director or the Governing Board.
5. Prepares and reviews news releases and publications.
6. Other duties as assigned.

E. Evaluation: Annually by the Director of Special Education or Assistant Director.