



GENESEE INTERMEDIATE SCHOOL DISTRICT
Human Resources

Employee Job Description

Job Title: **Principal of Elmer A. Knopf Learning Center**

Job Summary:

The principal of Elmer A. Knopf Learning Center is responsible for the overall administration, supervision and implementation of instructional and ancillary services for special education students. Supervises and evaluates staff, coordinates ancillary services, Individualized Education Program Team (IEPT) meetings, transportation and communication with staff and parents for the Elmer A. Knopf Learning Center.

Essential Duties:

1. Implements, supervises and coordinates all programs and services for students within the assigned facility or in other locations as assigned to the administrator, in compliance with special education rules as directed by the assistant superintendent, special education services.
2. Facilitates and coordinates IEPT meetings in the assigned area of responsibility.
3. Coordinates evaluation of staff in accordance with district operating procedures.
4. Serves as the educational leader in the assigned program for the coordination and development of the school improvement plan.
5. Supervises support services and activities, such as the school lunch program, transportation, health care needs of students and staff, sports activities, assemblies and other activities related to the development of students.
6. Develops a plan for the coordination, implementation and evaluation of student behavioral improvement plans.
7. Responsible for the assignment of staff in order to meet the individualized instructional needs of students.
8. Coordinates the assignment of instructional/ancillary staff related to the unique needs of students.
9. Responsible for the completion of required local, intermediate, state and federal reports.
10. Responsible for ensuring the collection of student, staff and other data for Medicaid billing and other purposes.
11. Responsible for the inventory of equipment, supplies, requisition of supplies, storage and materials and the accounting and budgeting of funds in the assigned area of responsibility.
12. Works to develop a system for the coordination of voluntary internships, practicum and student teaching activities.
13. Represents the district on various district and community planning committees.
14. Involves parents and staff through participation in inservice and parent support systems.
15. Develops and manages a program budget under the supervision of the assistant superintendent, special education services.

Other Duties:

1. Represents the special education administrative team during negotiations and on the bargaining unit Contract Administration and Problem Solving Committees, as requested.
2. Serves in special administrative assignments as designated by the assistant superintendent, special education services and the superintendent.
3. Performs other related duties as assigned.

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Qualifications:

- Education: Master's degree required in education administration, special education or related field. Valid Michigan teacher certificate required. Eligible for approval as a special education supervisor required; eligible for approval as a director of special education preferred. Meet the school administrator continuing education requirement.
- Experience: Minimum of five years of successful experience as a teacher of special education or in a related area of special education. Previous administrative experience in special education preferred.
- Skills/Other: Knowledge of planning and implementation of programs and services relating to special education children and youth. Knowledge of local district and community resources needed or currently available for students with special needs. The ability to work effectively with people from diverse backgrounds and educational levels. Effective oral and written communication skills. Experience in the hiring, supervision and evaluation of employees. Discretion with confidential information. Ability to utilize district technology and work to maintain proficiency as required skill sets change with technology and/or the needs of the district. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position and the ability to travel to and from local school districts and other agencies as needed. Ability to exercise good judgment and make decisions in accordance with board policies and administrative guidelines.

Special Job Considerations:

Certification: Required ☒ Not Required _____ Desirable _____

Type of Certification: Administrative ☒ Teacher ☒ Other Eligible for approval as special education supervisor

Bargaining Unit Position: GIEA _____ GIESPA _____ None ☒

Salary Schedule: Administrator

Immediate Supervisor: Assistant Superintendent, Special Services

Supervision: Instructional, ancillary and support staff for Elmer A. Knopf Learning Center

Date: September 11, 1995
January 19, 1999
September 19, 2001
November 16, 2001
May 2, 2007
October 31, 2012

Approved  _____