



Genesee Intermediate  
School District

Genesee Intermediate School District  
Human Resources and Operations

## **Employee Job Description**

### **Job Title:**

**Assistant Principal of Elmer A. Knopf Learning Center**

### **Job Summary:**

The Assistant Principal Elmer Knopf Learning Center (EKLC) assists the principal in overall administration, supervision and implementation of instructional and ancillary services for special education students. Supervises and evaluates staff, coordinates ancillary services, Individualized Education Planning Team (IEPT) meetings, transportation and communication with parents as directed by the principal.

### **Essential Duties (May include, but not limited to):**

1. Assists in the implementation, supervision and coordination of all programs and services at EKLC, in compliance with special education rules.
2. Conducts IEPT meetings as the administrator designee.
3. Conducts staff evaluations for staff as assigned.
4. Coordinates in-service and staff development activities based on the annual needs assessment, school improvement plan and principal direction.
5. Assists in the coordination and development of school improvement activities.
6. Supervises support services and activities, such as lunch programs, transportation, health needs, evening activities, etc.
7. Assists in the development, implementation and evaluation of student behavior management plans.
8. Works with instructional/ancillary staff in the development and monitoring of support services.
9. Assists in the completion of local, intermediate, state and federal required reports.
10. Assists the principal in activities related to inventory, requisition, storage, accounting and budgeting of materials, supplies and equipment.
11. Functions as an administrative representative to committees upon request by the principal and/or director of special services.
12. Develops and carries out strategies to involve parents through participative in-service and parent support systems.

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**Essential Duties Continued:**

13. Serves as an administrative team member for the employment of personnel.
14. Responsible for discipline for student infractions requiring administrative intervention.
15. Reviews referral packets for Center Based Program placement consideration. Maintains contact with LEA Special Education Administrator regarding necessary requirements for complete packet.
16. Represents Program concerns with Special Education Administrators and with GISD Administrators.
17. Communicates with Program staff regarding documentation requirements for Ed Plan, Behavior Incident Reports, REED's, MET's, etc.
18. Responsible for the supervision and coordination of a variety of instructional and support programs for students as directed by the principal.
19. Assists the principal with program monitoring and evaluation to assure program quality, equal access, student achievement and adherence to board policy and district administrative guidelines.
20. Conducts staff meetings in the absence of the principal; supervises and monitors staff. Assists the principal in evaluations including reviewing and monitoring teacher lesson plans, grade books, attendance records, student's records, etc.
21. Consults, counsels and collaborates with parents, school personnel, students and appropriate community agencies regarding behavioral and educational concerns developed in a multi-tiered system of support.
22. Consistently models Win-Win leadership.

**Other Duties:**

1. Participates with students and staff in extracurricular activities.
2. Represents the district and EKLC during negotiations and on the bargaining unit Contract Administration and Problem Solving Committee, as requested.
3. Provides administrative support as requested at other district special education programs.
4. Serves in special administrative assignments as designated by the principal/assistant or the superintendent.
5. Performs other related duties as assigned.



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#### **Qualifications:**

##### **Education:**

Master's degree required in educational administration, special education or related field. Must present documentation for eligibility for approval as a supervisor/director of special education. Valid Michigan teacher certificate with approval as a teacher of cognitive impairment, autism spectrum disorder or the emotionally impaired.

##### **Experience:**

Minimum of three years of successful experience as a teacher of special education or in a related area of special education. Administrative experience as an assistant principal and/or supervisor of special education programs/services preferred.

##### **Skills/Other:**

Knowledge of planning and implementation of programs and services relating to special education children, youth, and adults. Demonstrate dynamic interpersonal skills working with parents, staff and representatives of agencies and constituent school districts. Ability to organize, generate, direct and monitor small and large group activities. Excellent verbal, written, electronic and interpersonal communication skills. Ability to use district technology and work to maintain proficiency, as required skills sets change with technology and/or the needs of the district. Punctuality and good attendance are requirements for the position. 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 work a flexible workday, work week and work year. Represents the intermediate school district in a professional manner at all times. Works successfully as a member of the team. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

#### **Special Job Considerations:**

Certification: Required

Type of Certification: Administrative/Teacher, Eligible for approval as special education administrator


Bargaining Unit: None

Salary Schedule: Administrative

Immediate Supervisor: Assistant Superintendent, Special Education Services

Supervision: EKLC Staff

Date: June 25, 2014; February 27, 2017; September 16, 2021

Approved: 

TLH: sb

Job Description 561