



POSITION GUIDE

Position Title: Principal – Center-Based

Code:

Department: Early Childhood & Special Education Services

Group: Act 93

Reports to: Program Director

Date: 3/2025

PURPOSE OF POSITION:

Responsible for supervision, coordination, and management of assigned program(s) and personnel. Provide leadership regarding curriculum and instruction; assure quality programming for students through collaboration with families, local school districts, and community agencies.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
 - Professional and courteous verbal and nonverbal communication
 - Proactive problem solving
 - Embody the IU13 Keys to the culture
1. Provides ongoing leadership, support, supervision, and direction to staff in the effective instruction of students served by the program.
 2. Coordinates a system for immediate response to all emergency incidents reported by IU staff, district personnel, and families.
 3. Provides leadership in the assessment, selection, implementation, and evaluation of research-based curriculum and instructional practices for students within the program.
 4. Coordinates the planning and implementation of professional development for all assigned staff members.
 5. Coordinates student referrals in collaboration with parents, school districts, IU personnel, and/or agencies.

This is not a complete itemization of all facets of this position.

Page 1 of 3

6. Provides resources to parents to assist them in understanding and supporting their child in the home and school environment.
7. Maintain compliance with school law and IU13 policy.
8. Consults with local districts, community agencies, civic organizations, and others who provide services to students with disabilities.
9. Coordinates the evaluation process to determine equipment and technology needs for students and classrooms.
10. Coordinates and administers budgets, caseloads, and classroom facilities for assigned program(s).
11. Establish systems and routines to ensure the building runs smoothly.
12. Provides supervision in the implementation of Extended School Year Services.
13. Coordinates behavioral, social and emotional support programs to improve students' success in the classroom and school setting.
14. Collaborates with the Human Resources Department to recruit, interview, hire, and evaluate quality employees.
15. Adheres to the established work schedule through regular and consistent attendance.
16. Performs other duties as assigned or requested by senior leadership.
18. Provides guidance and leadership to the assistant principal.
17. Conduct observations and complete evaluations for assigned staff.

MARGINAL FUNCTIONS:

Marginal functions will vary with the specific assignment and will depend on the particular position function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

- **Education Required:** Master's Degree in Education; Active PA Principal Certificate
- **Experience Required:** Five years of experience working in Special Education
- **Other Qualifications:** Current certification in CPR, First Aid, and an IU-approved Crisis Management methodology. Ability to work effectively with other professionals, direct staff, organize and communicate effectively by both verbal and written means. Ability to respond and problem-solve quickly.
- **Valid Driver's License**

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Page 2 of 3

- **SCM Training (strongly desired but not required)** – properly trained in SCM techniques so there is an ability to guide staff and evaluate staff performance.

SUPERVISION OF PERSONNEL:

Varies by assignment.

PHYSICAL/MENTAL/ENVIRONMENT:

- **Activities:** Sit 50%; walk/stand 50%
- **Lifting:** Some lifting up to 20 lbs.
- **Vision:** Normal, close concentration; constant viewing/use of computer screen
- **Mental Demands:** Decision making, interpret, analyze, organize, prioritize, evaluate, and problem solve
- **Environment:** School-based work environment (normal office, community and/or classroom environment)

ACKNOWLEDGEMENT:

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date