

## **PRINCIPAL, EARLY CHILDHOOD EDUCATION AND RELATED SERVICES**

### **SAN MATEO COUNTY OFFICE OF EDUCATION PRINCIPAL, EARLY CHILDHOOD EDUCATION AND RELATED SERVICES, EDUCATIONAL SERVICES DIVISION**

#### **JOB SUMMARY:**

Under the direction of an assigned supervisor, oversee and direct the operations of Early Childhood Education/Related Services Program to meet the educational needs of students, local school districts and the County Office.

#### **ESSENTIAL DUTIES:**

- Direct the day-to-day activities including the educational operations, programs and services;
- Provide educational leadership, including the development and implementation of quality programs and services which align with the State Special Education Task Force report;
- Coordinate the development and implementation of activities which enhance staff understanding and utilization of evidence based educational practices, curriculum, and developmentally appropriate instructional materials and strategies for students with disabilities, ages birth through 22;
- Coordinate and direct communications between various stakeholders;
- Supervise, direct and evaluate the performance of assigned personnel;
- Provide consultation and technical expertise to parents, staff, administrators, school districts and outside agencies;
- Plan, organize, and direct student intake, enrollment, registration, assessment, referral and placement functions;
- Direct and participate in activities related to the safety, behavior management and discipline of students;
- Coordinate, direct and participate in the development and implementation of quality Individualized Education Plans (IEP's) and Individual Family Service Plan (IFSP's);
- Develop, prepare and monitor the annual preliminary budget for assigned programs and services;
- Direct and participate in the preparation and maintenance of various records, reports and files; assure mandated reports are completed in accordance with established time lines and requirements;
- Direct and participate in the research, assembly, and analysis of a variety of technical data and information;
- Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Planning, organization and direction of educational operations, activities, programs and services related to Special Education;
- Practices, procedures and techniques involved in the delivery of effective professional development activities;
- Content standards, assessment methods, evidenced based instructional strategies, and intervention programs which promote child development / accelerate student achievement, especially for students of color, English learners, students with disabilities, students living in poverty and other at-risk populations;

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- Issues impacting the education of targeted populations and effective practices to support staff in raising the academic and social outcomes of high priority populations;
- State Special Education Task Force Report
- Federal and State regulations specific to the delivery of early childhood special education services (IFSP's and IEP's)
- Budget preparation and control;
- Applicable laws, codes, regulations, policies and procedures.

### **SKILLS AND ABILITY TO:**

- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse backgrounds;
- Make difficult and thoughtful decisions in the best interest of students and the program;
- Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations;
- Investigate and resolve issues, conflicts and complaints in a timely manner with positive results;
- Manage, supervise and support the development of personnel;
- Analyze situations accurately and adopt an effective course of action;
- Provide consultation and technical expertise concerning student programs and services;
- Communicate effectively both orally and in writing;
- Meet schedules and time lines;
- Multi-task and establish priorities in a fast-paced work environment;
- Work independently with little direction;
- Prepare and maintain various records, reports and files.

### **EDUCATION AND EXPERIENCE:**

- Master's degree in education or related field;
- Experience working as a school or program administrator;
- Minimum of three years teaching experience;
- Experience working with high priority student populations including students of color, English learners, students with disabilities, students living in poverty and/or other at-risk populations

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

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### **WORKING CONDITIONS:**

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor work environment
- Driving a vehicle to conduct work

### **ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment
- Office environment: constant interruptions
- Outdoor environment: travel locally to visit sites, other organizations and companies, meetings, and workshops

### **PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone