

SPEED JOB DESCRIPTION

Job Title

Principal

Supervisor

Superintendent

Position Guide

Administration

Salary Range

Commensurate with experience

Qualifications

- Must possess a Professional Educator Licensure with an Endorsement in General Administration and LBS1.
- Ability to develop and work with curriculum components and instructional delivery models that are research based and are considered best practice for students who may present a variety of disabilities.
- Commitment to quality educational services for children with disabilities and their families.
- Working knowledge of the relationship among cognitive, behavioral, social/emotional, communicative, and academic development.

Essential Duties

1. Participate on Leadership Team.
2. Demonstrate sense of professional responsibility to the organization.
3. Contribute to divergent discussion/dialogue.
4. Contribute to convergent discussion/decision.
5. Participate in process evaluation.
6. Comply with SPEED policies and procedures.
7. Demonstrate skills in personal management.
8. Demonstrate skills in organizational management.
9. Demonstrate skills in communication.
10. Conduct periodic needs assessment
11. Establish and implement program goals and objectives.
12. Participate in internal and external reviews of SPEED programs.
13. Update program descriptions as necessary

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Responsible for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.
4. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date