

**Position:** Principal - Transition Program at Craig Campus

**Job Classification:** Administrative

**Reports To:** Associate Superintendent for Special Education & Early Childhood Services

The Principal supervises the day-to-day program operations of Wesley School & MAISD Transition Campus; evaluates performance of staff; oversees staff and program development; and ensures the individualized planning of each student's educational objectives.

**Qualifications:** The Principal of the Transition Program at Craig Campus must possess a Master's degree with certification in special education, a valid Michigan Teaching with special education approval, and an Administrator certificate. Five years of successful teaching experience with students who have moderate to severe disabilities and demonstrated knowledge of the school improvement processes, assistive technology and positive behavior support Systems are also required.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises and evaluates professional staff, instructional assistants, and clerical staff assigned to the Wesley School programs.
2. Acts as the instructional leader of the building.
3. Develops school leadership team(s) to plan and implement building practices, including school improvements.
4. Coordinates curriculum development, professional development, and in-service training programs.
5. Works with staff to implement school-wide positive behavior supports within the building.
6. Assures the completion of REED, Eligibility Recommendation and IEPT meetings and other required special education meetings, and monitors the implementation of students' special education programs.
7. Participates in staff interviews and hiring procedures.

8. Promotes strong family involvement.
9. Promotes data-based decision making.
  
10. Monitors budgets and ensures that purchasing and other established financial procedures are followed.
  
11. Coordinates and monitors the lunch program.
  
12. Develops grants and other special funding documents. Monitors and ensures the implementation of grant programs and projects.
  
13. Assumes responsibility for the collection and reporting of data for the pupil accounting process and the local district bill back system.
  
14. Coordinates all individual student and program transportation requirements with local district Transportation Supervisors or private providers.
  
15. Ensures that all programming is conducted according to applicable State and Federal laws, rules, regulations, etc.
  
16. Ensures the appropriate implementation of current bargained agreements.
  
17. Performs such other tasks and assumes such other responsibilities as the Director of Special Education may assign.

Annual Salary = \$109,869

Expense Account = \$0

Reimbursed Expenses = \$0

Supplemental Compensation = \$1,750