

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Principal, Clinical Day Program
Department:	Building
Reports to:	Director of PPS, Superintendent
Supervises:	Building Staff – Grades K-12

Description of job:

SUMMARY OF RESPONSIBILITIES: The CDP Principal shall be responsible for managing all aspects of the CDP Program, including but not limited to: the delivery of services to students enrolled including: compliance with state and federal laws pertaining to the education of students with disabilities, BEP, 504,; teaching and learning, socio-emotional learning, staff supervision, on-going program development, health and safety and school culture and climate.

In addition, the Principal of the Clinical Day Program will be responsible for all CDP activities including: referrals from other districts and internal referrals, LEA for the Evaluation Team meetings, faculty and staff evaluations, collaboration with other district administrators, community agencies and private practice professionals.

ESSENTIAL FUNCTIONS:

1. Develop and maintain a socio-emotional learning component for the CDP.
2. Ensure that teaching and learning across grades k-12 including state and district assessments.
3. Ensure transition services for those students 14 and older
4. Maintain special educations procedures
5. Maintain a robust referral process
6. Conduct teacher and staff evaluations
7. Collaborate with district administrators and clinical staff
8. Collaborate with outside agencies including but not limited to: Community mental health providers, DCYF, ORS, HBTS, etc.
9. Oversee the daily operation of the school
10. Maintain healthy school requirements
11. Maintain a safe school environment including: building maintenance and safety/evacuation plans
12. Other duties as required

Protective Personal Equipment: N/A

Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:

Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None: X	Manual:	Automatic:
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Work Environment

Floor Surface:	Carpet and/or tile		
Inside:	Up to 95%	Outside:	Up to 5%
Lighting:	Incandescent or fluorescent		

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Vibration:	N/A
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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push 20 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's Degree
Minimum five years teaching experience, experience dealing with students with behavioral issues
Strong leadership background

License/Certificate/Certification:

Building Level Administrator Certificate (12001)
Special Education Administrator Certificate

Technological and/or Technical Skills:

Experience and knowledge of educational technology and its application in a public school district.

Proficiency in presentation tools, Google platform, websites, social networking, blogging, online resources, blended learning, flipped instruction, web 2.0 tools, etc.

Proficiency in digital tools that deliver instruction, diagnose student learning, increase engagement, support collaboration, and foster independent practice.

Communication Skills:

Ability to present and have facilitation skills to provide information to a variety of stakeholders.

Clear and positive communication with all stakeholders.

Ability to draft clear and concise correspondence.

Ability to compose and /or present written or oral reports as needed.

Planning Skills:

Effective planning and prioritizing and follow through to support continuous school improvement.

Strong organizational skills and time-management skills

Flexible, innovative, and creative problem solving skills

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Interpersonal and Problem solving skills:

Interact with colleagues and community members in a positive and respectful manner.

Capability to work collegially with all levels of administration and staff.

Exhibits strong professional judgment.

Ability to anticipate problems and utilizes a problem solving approach.

Ability to accept feedback in order to grow as a professional.

Ability to respond to a variety of requests and task demands from various stakeholders.

Terms of Employment:

Per contract

Evaluation:

Job Performance is evaluated in accordance to district policy and by the Superintendent or his/her designee.

Date: 8/2017