

ACCEL INTERNATIONAL

Job Description

POSITION TITLE: Program Manager/ Principal

REPORTS TO: Center Director

SUMMARY:

Through leadership, supervisory and administrative skills, manages the assigned school to promote the educational, therapeutic, and behavioral development and well-being of each student. Using internationally recognized expertise the Program Manager/Principal will establish high quality holistic services and programs that are proven to be best research based practices in the field, will meet the Center's mission and service delivery model and individual needs of students leading to successful transitions.

BASIC ROLE AND RESPONSIBILITIES:

1. Ensure the safety and security of students and staff by adopting appropriate policies and procedures and responsible for the orderly conduct and operation of the school, carrying on continual appraisal and evaluation of personnel, programs and procedures.
2. Identify appropriate priorities and targets for professional development of staff and student's cognitive, social, adaptive, behavioral, physical, communication, vocational and academic development.
3. Establish and measure goals for improvements in all cognitive, social, adaptive, behavioral, physical, communication, vocational and academic development.
4. Implement best practice models for inclusive education (partial/total inclusion).
5. Collaborate with community school manager to enhance student transitions and support service provisions.
6. Ensure the development of each student is monitored and recorded.
7. Responsible for the development and documentation of the Center's programs for children with special needs.
8. Manage longitudinal assessments across classrooms and therapeutic services, assist in the development of and implement assessment procedures for all students on the entry to the school, diagnosis and developmental stages.
9. Ensure that parents are well informed about the curriculum, therapy, targets and development.
10. Lead and manage staff regarding the arrangement, coordination, planning, preparation and implementation of programs.

SUPERVISORY RESPONSIBILITIES:

Directs and supervises subordinate staff of assigned school, including supervisors, teachers, therapists, aides, nurses, behavior team, and all other support staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training and terminating employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENT:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION AND/OR EXPERIENCE:

Master's Degree in Special Education, a specialty and/or human development from an accredited university. An Educator's Certificate in Special Education, School Psychology or Guidance and Counseling. Five (5) years of management experience in a multi-disciplinary educational support setting and/or administration.

LANGUAGE SKILLS:

Must be bilingual in English and Arabic and have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to effectively present information to management, public groups, and/or other officials.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

During the course of the workday, the employee is frequently walking and standing while performing the duties of this job. The employee may frequently bend or twist at the neck and back; reach with hands and arms; climb, balance, stoop, kneel, crouch or crawl while performing the duties of this job. The employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasional lift and/or move up to 50 pounds.

Specific vision abilities required by this job include peripheral vision, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Specific hearing abilities required by this job include the ability to hear the spoken word at a normal volume and at 20 feet with back turned. Specific vision abilities required by this job include peripheral vision, close vision, distance vision, color vision, depth perception and the ability to adjust focus.

POSITION RESPONSIBILITIES:

1. Implement and monitor laws, policies and regulations, school curriculum and procedures as well as personnel policies.
2. Participate in the selection of personnel assigned to the school.

3. Maintain fiscal responsibility for all funds allotted to or collected by the school.
4. Assist in the planning of assigned school's capital improvements.
5. Oversee the school facilities in conjunction with maintenance department staff and assure proper maintenance and security.
6. Assist in the implementation and monitoring of school's crisis plan and risk management policy and ensure that staff is properly trained in procedures to appropriately implement these policies.
7. Assure that school's students have been assigned appropriate educational placements, and with input from subordinate staff, monitor student's educational and therapeutic needs, progress, and future placements as well as compliance with IEP's and district policies.
8. Make positive contributions to the life of the school by promoting activities and programs designed to establish and maintain good staff morale and a collaborative school climate, including regular staff meetings, written communications, and in-service training.
9. Provide leadership for the school's parents, students, and school-related community organizations. This may include communicating through regular newsletters or other printed information to parents as well as attending meetings and pertinent programs.
10. Demonstrate professional growth and knowledge of current professional principles and issues necessary to establish and maintain a "best practices" school environment.
11. Confer with assigned school's administrative team on a regular basis to ensure that programs and policies are being followed and that the team is functioning in a collaborative and constructive fashion for the benefit of the students.
12. Create a school environment that permits and encourages student growth, independence and respect.
13. Provide leadership and inspiration for support staff by encouraging creativity, problem-solving, integrity, and professionalism.
14. Models appropriate professional attitude and standard of conduct for subordinates and colleagues.
15. Demonstrates effectiveness in time management and organization of professional responsibilities. Uses delegation effectively and assigns tasks clearly and concisely.
16. Supervises subordinates by establishing clear goals and ensures that evaluations are completed at times consistent with ACCEL International Personnel Manual guidelines. Proactively directs subordinates and offers comments on performance that provide guidance to elicit positive growth and change.
17. Perform related duties, special assignments, and projects as required.