PRINCIPAL-ELEMENTARY SPECIAL PROJECTS

QUALIFICATIONS:
- Master’s Degree in Education
- Indiana Administrative Certificate
- Minimum of three (3) years successful teaching experience

REPORTS TO:
- Assistant Superintendent for Curriculum and Instruction
- Director of Assessment and School Operations
- Director of Special Education

PERFORMANCE RESPONSIBILITIES

Curriculum and Instruction
1. Assists with the organization of Summer School
2. Supports the textbook selection process and subsequent implementation activities
3. Coordinates elementary school field trips
4. Assists with the operation of Honey Creek School

School Operations
5. Supports the development of the Ready Set Grow Program and other School Age Care Programs serving school-age children.

Special Education
6. Monitors Individual Education Plans (IEPs) for compliance issues

Other
7. Any other duties assigned by the Assistant Superintendent for Curriculum and Instruction, Director of Assessment and School Operations and/or Director of Special Education.
8. Salary is based upon the MCCSC Administrators Agreement

Proposed 3/4/08