

LINCOLN SCHOOL DISTRICT 156

EVALUATION: Assistant Principal - Student Services
DATE:

TITLE: Assistant Principal for Student Services

QUALIFICATIONS: (1) Type 75 Certificate with General Administrative Endorsement
(2) Type 10 Certificate with Special Education Endorsement or
Type 73 Certificate with School Psychologist or Social Work
Endorsement

REPORTS TO: Principal and Superintendent
EVALUATOR: Darryl Taylor, Superintendent

SUPERVISES: All Programs and Personnel designated for: Medicaid , Special Education,
Bilingual, Pre-K-At-Risk

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the
educational development of all District students, particularly those in
special education and Pre-Kindergarten

EVALUATION OF PERFORMANCE RESPONSIBILITIES:

Rating Scale: [4] Excellent; [3] Proficient; [2] Needs Improvement; [1] Unsatisfactory

- 1 2 3 4 A.) Contributes to the development of the total school philosophy of education.
- 1 2 3 4 B.) Assists in the adoption of school policies to include special education needs.
- 1 2 3 4 C.) Recommends policies and programs essential to the needs of exceptional children.
- 1 2 3 4 D.) Keeps informed of all legal requirements governing special education.
- 1 2 3 4 E.) Provides leadership in establishing new programs and developing improved understanding of existing programs.

Assistant Principal for Student Services

- 1 2 3 4 F.) Develops and initiates survey programs for continuous identification of exceptional children.
- 1 2 3 4 G.) Coordinates special education classroom programs in district and with surrounding school districts.
- 1 2 3 4 H.) Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
- 1 2 3 4 I.) Establishes procedures for placement, evaluation, assignment, and reappraisal of students vis-a-vis the special education services program.
- 1 2 3 4 J.) Develops procedures for referral, securing medical reports, psychological examination, and placement.
- 1 2 3 4 K.) Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
- 1 2 3 4 L.) Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- 1 2 3 4 M.) Supervises preparation of data necessary for reimbursement of funds. Keeps informed of the state of financial aid for special education.
- 1 2 3 4 N.) Interprets the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.
- 1 2 3 4 O.) Evaluates on an ongoing basis, the total special education program, curriculum, procedures, and individual students' needs and achievements.
- 1 2 3 4 P.) Serves as Special Education Administrator for multi-disciplinary conference.
- 1 2 3 4 Q.) Coordinates programs of a remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities.
- 1 2 3 4 R.) Supervises the Medicaid Reimbursement and Administrative Outreach Program

EVALUATION:Page 3
Assistant Principal for Student Services

1 2 3 4 S.) Supervises the Bilingual Program

1 2 3 4 T.) Coordinates Grant Writing for the District and its Cooperatives
(Pre-K and Bilingual Education)

1 2 3 4 U.) Supervises the Pre-Kindergarten Program

1 2 3 4 V.) Performs other tasks as directed by the superintendent.

1 2 3 4 COMPOSITE PERFORMANCE EVALUATION RATING

Comments:

EMPLOYMENT RECOMMENDATION:

CONTINUE EMPLOYMENT

DO NOT CONTINUE EMPLOYMENT

Assistant Principal for Student Services * Date

Darryl Taylor, Superintendent Date

* My signature indicates that I have received a copy of this evaluation.