

DESCRIPTION: Under administrative direction, supervises the school program at a state owned/operated facility and serves as the school administrator; performs other duties as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, coordinates and controls the school operations and programs to establish operational priorities, to coordinate these operations with other functions within the facility, and to ensure program objectives and standards are established and attained and are congruent with overall goals.

Determines and requests staff, material, and equipment needs for the school to contribute to the formulation and justification of budgetary requests for the agency as a whole.

Develops performance evaluation standards and procedures to provide information to the subordinate staff on the expectations of individual work performance and to ensure complete and objective appraisal of a subordinate's performance.

Develops and directs the implementation of operational plans pertinent to the school to ensure the establishment of appropriate goals and the development of actions steps to achieve those goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational and program needs, objectives, and priorities and to improve their effectiveness.

Confers with facility head and management staff to discuss and solve problems and/or issues that impair the effectiveness and efficiency of programs and operations and to keep management informed of new requirements to meet required standards.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by staff or representatives of other organizations to assess the impact of the proposals on the school and to ensure each proposal responds to program needs and is consistent with State and federal laws.

Confers with and advises subordinate staff to exchange information on and/or explain objectives, policies, procedures, and standards and to identify characteristics and impact of work problems and formulate possible solutions.

Formulates, develops, and revises budget requests to explain the need for and to acquire funds to operate the school.

Assesses test results, interviews, and counsels students to determine their strengths and weaknesses and to provide a meaningful education experience for them.

Administers the provisions of applicable labor contracts, rules, and regulations to ensure compliance and to operate efficiently and effectively.

Confers with officials of private, public, and other institutional schools to exchange information and to better meet the needs of the students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: curriculum planning and evaluation; educational psychology and its implications toward learning; psychometric testing and evaluation techniques; academic and vocational assessments; minority students special needs; special education and handicapped students special needs; learning theory and its applications; administration theory and its relevant applications; testing techniques and models; family systems, counseling techniques and child psychology; the agency philosophy and objectives; the juvenile justice system or mental health/mental retardation and human services field and the related philosophies and objectives; union contracts and personnel rules and practices; all courses taught, school components and agency reorganization; record keeping and documentation required for grants; public relations; State and federal laws, rules and regulations.

Ability to: communicate effectively with individuals and groups with diverse backgrounds; lead professional staff toward setting and achieving goals and objectives; evaluate staff performance to ensure students are receiving the best opportunity to learn; assess student's and staff's strengths and needs; manage the principal's office and teaching facilities; maintain high morale and teamwork among staff; interpret and apply policies, rules, guidelines, regulations, and laws; gather and analyze data and make good decisions.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process must request this in advance.)

A Master's degree in education administration and with teaching experience.

SPECIAL NOTES:

Must hold a Nebraska Administrative and Supervisory certificate with a principals 7-12 endorsement.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).