

**PRINCIPAL**

**Nature of Work:** Performs complex educational administration work in directing the academic and related educational functions of the Personal Adjustment Unit, the Vocational-Technical Training areas, the Blind Services Unit, and the Deaf Services Unit at the West Virginia Rehabilitation Center. Performs related work as required.

**Examples of Work**

- Directs, supervises, and coordinates the work activities of professional and non-professional personnel in the areas of the Computer-Assisted Instruction (CAI) Lab; Driver Education; Remedial Education; Vocational Evaluation; Vocational-Technical Training; and Work and Personal Adjustment.
- Provides general and specific supervision in the maintenance of accreditation standards for the North Central Association of Colleges and Schools (NCA); National Institute for Severely Handicapped (NISH); and Commission on Accreditation of Rehabilitation Facilities (CARF), in all areas of assignment. Responsible for all annual NCA reporting and associated self-studies.
- Provides general and specific supervision in the maintenance of standards of the Occupational and Safety Health Administration (OSHA); the Department of Labor; the Department of Commerce; the Department of Defense; and West Virginia University, in areas of assignment.
- Develops, maintains, and coordinates the overall workload and program objectives in the areas of assignment.
- Maintains current awareness of new trends in Vocational Rehabilitation and new approaches, techniques, and equipment updates in rehabilitation services.
- Develops and implements in conjunction with Center Administrator program objectives in area of assignment.
- Develops and oversees the implementation of agency standards, policies, procedures, and operational methods for programs in area of assignment.
- Serves in liaison capacity with appropriate allied agencies and organizations and client advocacy groups.
- Oversees Center-wide planning for the evaluation of existing rehabilitation programs and the development of new rehabilitation programs in areas of assignment.
- Serves as the Center's coordinator with Veterans Affairs.
- Coordinates all Center Job Training and Partnership Act (JTPA) services with WVDRS staff and the Bureau of Employment Programs.
- Interprets agency program objectives in areas of assignment and integrates and coordinates school service area programs with other agency service component to contribute to the total Rehabilitation process.

**PRINCIPAL (CONT'D)****Examples of Work (cont'd)**

Maintains good public relations with the local community and allied organizations through public speaking engagements; ad consultative work with such origination; oversees the development and dissemination of informative literature in the area of assignment.

Participates in the development of budget requests and identification of program resources for the areas of assignment.

Oversees the preparation and maintenance of federal, state agency, and other required reports and records for areas of operation.

Recruits, interviews, and recommends the hiring of professional and office support staff subject to the approval of Center Administrator, Deputy Center Administrator, and Agency Director.

Responsible for the planning and coordination of in-service training and other personnel development activities for staff assigned to Special Function School.

**Knowledge, Skills and Abilities**

Knowledge of philosophy, laws, and regulations underlying Vocational Rehabilitation.

Knowledge of the rehabilitation process including procedures, methods, techniques, and practices for service delivery.

Knowledge of vocational adjustment problems of the disabled.

Knowledge of the administrative and technical problems involved in the operation of an Accredited Special Function School.

Ability to manage the delivery of vocational rehabilitation services according to state and federal regulations and agency policy.

Ability to effectively direct the work of multi-discipline groups in a team approach.

Ability to establish relationships with all levels of personnel.

Ability to evaluate a Special Function School rehabilitation program at the service area level.

Ability to present ideas and information clearly and concisely, both written and orally.

9552

**PRINCIPAL (CONT'D)**

**Minimum Requirements**

**Training:** Masters Degree or equivalent from an accredited college or university.

**Experience:** Five years of classroom teaching experience preferably in the field of vocational; special or adult education; or five years of professional experience in rehabilitation or a closely related field such as Education; Public Administration; Industrial Relations; or Staff Training; two years of which must have been in an administrative or supervisory capacity.

**Special Requirement:** Shall hold a West Virginia Professional Administrative Certificate as Middle/Junior High/Senior High Principal (5-12) and Vocational Administrator (5-Adult).

Established: 11/16/95  
Effective: 12/1/95