

Rule 6D-5.002 is hereby repealed.

6D-5.002, Principal for the Deaf and Principal for the Blind Administrator of Instructional Programs, Curriculum and Staff Development and Administrator of Residential Programs.

Specific Authority: 242.331(3) FS. Law Implemented 242.331(6)(b) FS. History - New 12-19-74. Amended 10-29-84, 9-8-85, 8-26-86, 4-4-93, 9-27-97, Repealed

6D-5.002 Principal for the Deaf and Principal for the Blind, Administrator of Instructional Programs, Curriculum and Staff Development and Administrator of Residential Programs.

(1) Responsibilities and duties of the Principal include all professional, educational and administrative work in planning, organizing and supervising the academic, career education, and related programs for students in the Department for the Deaf and the Department for the Blind.

(a) Is responsible for developing and adhering to the budget for his/her Department.

(b) Oversees curriculum development; schedules classes and teachers; conducts planning sessions; supervises the selection and purchase of books and equipment; supervises in-service training for teachers; and counsels teachers and students.

(c) Oversees interviews and recommends the employment of teachers. Upon employment, immediately ensures that all college transcripts, valid teaching certificate for Florida and valid certificate from the appropriate national professional organization are on file; maintains up-to-date and accurate records of professional preparation and experience; conducts teacher's meetings at regular intervals; arranges in-service teacher training programs, including on-campus courses; visits classrooms, suggests teaching methods and teaching materials; arranges for the accommodation of visitors.

(d) Recommends to the President temporary removal of students when warranted.

(e) Confers with those presenting students for evaluation; assists audiologist, psychologist and other qualified professionals in evaluating students for entrance; administers appropriate tests to students preparing for college entrance.

(f) Reviews carefully requests of teachers for books, equipment, supplies, transportation, field trips and parties.

(g) Ensures that the physical facilities under his/her supervision are maintained in optimum condition.

(h) Reviews and approves work orders for repairs to buildings, equipment and furniture, and initiates such orders when indicated.

(i) Attends a variety of local, state and national meetings and conferences dealing with the education of the deaf, blind or deaf-blind.

(j) Performs related work as required.

(k) Directs and supervises all personnel reporting to him/her.

(l) Conducts or causes to be conducted annual performance evaluations of staff who report to him/her.

(m) Serves as a member of the administrative management team under the direction of the President.

(2) Minimum training, certification and experience.

(a) Five years of experience in the education of the deaf or the blind, two of which shall have been in administration. Certification by the State of Florida in Hearing Impaired/Visually Impaired, and Administration and Supervision or Educational Leadership.

(3) Responsibilities and duties of the Administrator of Instructional Programs, Curriculum and Staff Development include providing direction and management for personnel and programs designed to enhance the learning environments provided for students enrolled in the Florida School for the Deaf and the Blind.

(a) Is responsible for designing programs, implementing procedures, and monitoring practices to ensure quality instructional academic and career education programs necessary to meet the educational needs of sensory impaired students.

(b) Provides a cohesive system to open communication within the decision-making process.

(c) Promotes the provision of comprehensive services consistent within the mission of the Florida School for the Deaf and the Blind.

(d) Formulates direction of goals, objectives, and activities under the guidance of the President.

(e) Provides educational leadership in the designing, adapting and monitoring of general educational curriculum for pre-school – twelfth grade sensory impaired students served by the school.

(f) Involves appropriate personnel in planning, delivering and monitoring academic, career education, and related academic services.

(g) Directs and supervises curriculum/staff development personnel in order to assure that the instructional programs for deaf, blind, and special needs students are in line with Federal and State educational mandates.

(h) Supervises the principals of the Department for the Blind/Special Needs and the Department for the Deaf in implementing comprehensive, up to date, and effective instructional programs within their respective departments.

(i) Serves as a member of the administrative management team under the direction of the President.

(j) Maintains an effective relationship with the State Department of Education and local education agencies.

(k) Monitors the effectiveness and efficiency of personnel in relation to specified job description.

(l) Directs the establishment and monitors practices and procedures consistent with the principles of quality assurance and risk management.

(m) Communicates with parents, professionals, and the community regarding the program design and the positive anticipated results with the students being served.

(4) Minimum Training, Certification and Experience.

(a) Master's degree from an accredited college or university in Hearing Impaired/Visually Impaired or Educational Administration/Supervision/Leadership.

(b) Four (4) years experience in an educational administrative position and three (3) years of teaching experience in Hearing Impaired/Visually Impaired.

(c) Certification by the State of Florida in Hearing Impairment/Visual Impairment and Administration and Supervision or Educational Leadership.

(5) Responsibilities and duties of Administrator of Residential Programs include organization and supervision for all residential programs of the Florida School for the Deaf and the Blind.

(a) Is responsible for overall supervision of staff, student programming and activities in all residential programs serving blind, deaf, and special needs students.

(b) Supervises Director of Athletics and recreational programs.

(c) Is responsible for program planning, staff training, student development, and enhancement of a quality residential program that is designed to instill independence, appropriate behaviors, and interpersonal skills in a positive environment.

(d) Is responsible for ensuring the health and safety of students and staff in the residential programs.

(e) Provides leadership in designing, directing, and implementing programs and services to sensory impaired students and to respective supervisory staff in a school residential setting.

(f) Serves as a member of the administrative management team under the direction of the President.

(g) Directs the process for advertisement, screening of applicants, interviewing, and reference checks on prospective staff for residential programs serving sensory impaired students.

(h) Maintains communication between the Residential Programs and other offices/departments on campus.

(i) Enforces and supports all school policies and procedures, personnel management procedures and student management policies and programs to ensure that staff and students are provided the opportunity to perform to their maximum.

(j) Directs and coordinates the reporting, monitoring, and tracking of student behavior through the use of occurrence reports and computer developed reports and coordinates appropriate intervention techniques.

(k) Participates in regularly scheduled administrative meetings regarding students, school information, and policies and procedures.

(l) Investigates, reviews and follows up, in writing, on all reported incidents involving staff and/or students.

(6) Minimum training, certification and experience.

(a) Master's degree in education of the Hearing Impaired/Visually Impaired or Educational Administration/Supervision/ Leadership.

(b) Four (4) years administrative experience to include no less than three (3) years in a residential program.

(c) Certification by the state of Florida in Educational Leadership. Certification by the State of Florida in Hearing Impaired/ Visually Impaired, or a related area of special education.

Specific Authority 242.331(3) FS. Law Implemented 242.331(6)(b) FS. History--New 12-19-74, Amended 11-9-76, 10-29-84, 9-8-85, Formerly 6D-5.02, Amended 8-26-86, 4-4-93, 12-2-97.