

Young Adult Program Principal Description of Duties

Title: Principal – Young Adult Program

Reports to: Director of Special Education

General Summary:

- Serves as the educational leader for the Young Adult Program (YAP). Placement is determined by the high school Individualized Education Plan (IEP) team.
- Implements District programs, policies, and procedures while addressing the unique needs of young adult learners, ages 18 to 21, who qualify for Special Education services.
- Responsible for the educational programs and services offered to young adults transitioning to independent living, higher education, and workforce readiness.
 - Instructional Focus: Personal management, motor skills, vocational development, and independent living are primary areas of instruction. Functional academics include consumer economics, financial management, meal planning, household maintenance, safety, wellness, self-care, work performance, and social and communication skills.
 - Community Integration: Students participate in volunteer civic community services, vocational field trips, and job shadowing experiences at community businesses and nonprofit agencies. Job coaching is provided by school personnel, and transportation is arranged by the Millard Public Schools District.
 - Agency Involvement: The program emphasizes transition services, with collaboration among students, families, and local, state, and federal agencies to plan for post-program success.
 - Related Services: Speech/language therapy, physical and occupational therapy, psychology, and nursing services are available as needed based on student IEPs.
- The Principal collaborates with the Special Education Leadership Team (B-21), including the Director, Coordinators, and other district leaders, to ensure quality programming and services for students with disabilities.

Essential Functions:

I. Instructional Leadership and Vision for Learning

The Young Adult Program Principal:

- A. Assumes responsibility for continuous improvement plans tailored to the unique needs of young adult learners.
- B. Provides effective instructional leadership to ensure the curriculum supports independence, life skills, and career readiness while monitoring program outcomes.
- C. Leads the selection, induction, and professional development of staff specializing in young adult education.
- D. Develops instructional leadership capacity among teachers, support staff, and transition specialists.
- E. Evaluates and supervises all personnel to ensure alignment with program goals and individual student success.
- F. Fosters a culture of inclusivity and respect that supports the academic, social, emotional, and physical development of all young adult learners.
- G. Communicates program vision and high expectations for staff and student performance to stakeholders.
- H. Assists staff in analyzing data and metrics to improve instructional strategies and program effectiveness.

II. Program and Resource Management

The Young Adult Program Principal:

- A. Balances administrative, supervisory, and programmatic responsibilities effectively.
- B. Identifies and advocates for facility and resource needs specific to young adult programming.
- C. Provides sound fiscal management of resources, ensuring alignment with program goals and budgetary constraints.
- D. Develops and implements clear behavioral expectations and safety protocols tailored to young adult needs.
- E. Applies effective conflict resolution, decision-making, and problem-solving skills.

F. Demonstrates proficient communication and facilitation skills to support program goals.

G. Oversees the planning, implementation, and evaluation of activities supporting life skills, job training, and post-secondary preparation.

H. Coordinates transportation services to ensure young adults have access to the program and community-based experiences.

III. Interpersonal Relationships

The Young Adult Program Principal:

A. Builds and sustains positive relationships with students, staff, families, and community partners.

B. Promotes and nurtures a supportive and respectful interpersonal climate within the program.

C. Develops partnerships with community leaders, employers, and higher education institutions to enhance transition opportunities for students.

D. Engages with local, state, and federal agencies to advocate for and access resources that support students and families during and after the program.

E. Collaborates actively with the Special Education Leadership Team (B-21) to align YAP initiatives with district-wide goals for students with disabilities.

IV. Professional Responsibilities

The Young Adult Program Principal:

A. Implements and communicates District programs, policies, and procedures specific to young adult education.

B. Engages in professional development focused on innovations and best practices in young adult programming.

C. Models high expectations for self and staff, demonstrating commitment to continuous improvement.

D. Represents the program in the community, advocating for the unique needs of young adult learners.

E. Ensures transparency, ethical behavior, and accountability in all program operations.

F. Participates in district-level planning and decision-making to improve special education services across all age groups.

Qualifications:

Preferred Qualifications:

1. A six-year educational specialist degree from an approved institution, with required coursework in special education.
2. Appropriate Nebraska Administrative Certificate.
3. Four years of successful administrative experience in the area of special education.
4. Experience and leadership in special education administration.

Required Qualifications:

1. A master's degree from an approved institution with a major in special education.
 2. Appropriate Nebraska Administrative Certificate.
 3. Four years of successful teaching experience in the area of special education.
 4. Experience and leadership abilities in appropriate facets of school administration; sensitivity to the needs and objectives of the District.
-

Physical and Environmental Requirements:

Task	Occasional	Frequent	Constant
Standing		X	
Walking		X	
Sitting	X		
Lifting (up to 25 lbs)	X		
Carrying (up to 100 feet)	X		

Pushing/Pulling	X		
Climbing/Balancing	X		
Stooping/Kneeling/Crouching/Crawling	X		
Reaching/Handling		X	
Speaking/Hearing			X
Seeing/Depth Perception/Color		X	

Note: This job description is in addition to Board Rule 2100.50 and outlines the general nature and level of work expected from the Young Adult Program Principal. It is not an exhaustive list of all responsibilities, duties, and skills required. Assignments and responsibilities may change at the discretion of the supervisor.