



REVISED:  
07/01/2018

JOB TITLE:	PRINCIPAL TRANSITIONAL EDUCATION
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4330
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Assumes responsibility for planning, implementing, supervising, and maintaining the educational program of a transitional education school; directly or indirectly responsible for attainment of the District's educational goals. The scope is related to the size of the school, the characteristics of the students, the activity and educational programs mandated by student needs and community expectations which may require development and management of a non--traditional work day and work year.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serve as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment, specific to the vision and mission of the school
Enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards
Provide leadership in using and integrating technology as an integral part of the curriculum in seeking, manipulating, and using information to expand learning
Administer and supervise the maintenance of the physical facilities
Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices
Promote multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation
Allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning
Supervise and evaluate all personnel assigned to the school
Provide liaison with students, parents, staff, parent groups, district schools, community agencies and promote positive public and school-community relations
Serve as the instructional leader for a transitional high school for students seeking an alternative learning setting
Provide leadership and direction of guidance programs
Duties may include performance of health services, for which training will be provided
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Three (3) years successful teaching experience as defined in KRS 161.220 and KRS 161.720

Satisfactory performance on district administrative application processes
Satisfactory interviews with Superintendent designees
Satisfactory record of job history and performance
Satisfactory job references
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Successful experience as an Assistant Principal or Principal
Experience with/working knowledge of current school programs and procedures relating to an alternative educational program
Demonstrated ability to work with various groups including those with diversified background