



REVISED: Submitted:  
07/17/2019 07/16/2019

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

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment, specific to the vision and mission of the school

Serves as the instructional leader for a transitional high school for students seeking an alternative learning setting

Provides leadership in using and integrating technology as an integral part of the curriculum in seeking, manipulating, and using information to expand learning

Promotes multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning

Administers and supervises the maintenance of the physical facilities

Provides liaison with students, parents, staff, parent groups, district schools, community agencies and promote positive public and school-community relations

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices

Provides leadership and direction of guidance programs

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

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
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
Experience in a diverse workplace