



REVISED: Submitted:
07/01/2019 06/11/2019

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| JOB TITLE: | ASSOCIATE PRINCIPAL EARLY CHILDHOOD |
| DIVISION | ACADEMIC SERVICES |
| SALARY SCHEDULE/GRADE: | IV, GRADE 10 |
| WORK YEAR: | 230 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4351 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintain the educational program and is directly or indirectly responsible for attainment of the District, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services

Guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations

Supervises and evaluates classified and certified staff and personnel as assigned to the school or center

Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment

Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed

Provides technical assistance to district and school staff in area of assignment

Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned

Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

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

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Kentucky Teacher's Certification in area of specialty appropriate for instruction

Three (3) years successful teaching, preferably in the area of specialty

Demonstrated ability to handle stressful situations

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| Effective communication skills |
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| DESIRABLE QUALIFICATIONS |
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| Administrative experience in area of assignment |
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| Ability to set priorities |
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| Experience in development and implementation of school-based in-service |
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| Experience in a diverse workplace |
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