



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	PRINCIPAL JEFFERSON COUNTY HIGH SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4320
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes overall responsibility for the total operation of the Jefferson County High School including directing and evaluating school operations; implementing and evaluating programs, operating the school; supervising and evaluating personnel assigned to the programs, providing leadership for the instructional program and serves as a communication link with community, parents, and other school system employees.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership for the instructional program
- Plans, executes and evaluates school operations and implements and evaluates school programs in accordance with Board policy, existing laws, and administrative directives
- Exercises administrative authority and responsibility for decision-making
- Provides leadership in the determination of educational needs and in the formulation of necessary plans, programs, and budgets
- Supervises and evaluates all personnel assigned to the school
- Directs the utilization of available services and resources according to clearly established priorities and needs
- Provides communication linkage among the Jefferson County High School, system-wide service offices, local school personnel, parents, community, and citizen groups; remains knowledgeable of their activities and concerns
- Develops and implements a comprehensive plan of staff development
- 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 Certificate)
- Three (3) years of successful teaching experience in public schools
- 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

Teaching experience at level of assignment
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Evidence of preparation for school program administration at level of assignment
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Successful experience in school administration
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Experience with/working knowledge of current program(s) and procedures
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Experience in a diverse workplace
