



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:	AS APPROVED BY THE BOARD
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
Evidence of preparation for school program administration at level of assignment
Successful experience in school administration
Experience with/working knowledge of current program(s) and procedures
Experience in a diverse workplace