



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

JOB TITLE:	PRINCIPAL MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4300
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- 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
- Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs
- Supervises and evaluates personnel assigned to the school
- Administers and supervises the maintenance of the physical facilities
- Provides liaison with students, parents, staff, parent groups, community agencies and promotes 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 to the school based decision-making council and related committees
- Provides leadership to parent organizations related to all school programs
- Provides leadership for the planning, management and supervision of the extra-curricular programs
- Performs health services, if needed, for which training will be provided
- Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
- Applies concepts of curriculum, research, theory, and design to achieve academic expectations
- 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 of 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

Experience with/working knowledge of current school programs and procedures

Demonstrated ability to work with various groups including those with diversified background

Experience in a diverse workplace