



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

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| JOB TITLE: | PRINCIPAL STATE AGENCY CHILDREN'S SCHOOL PROGRAMS |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 13 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4315 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, supervising, monitoring and evaluating programs housed in the Cabinet for Health and Family Services (CHFS) residential and/or day treatment facilities. Acts as a liaison for JCPS and State Agency Children's School Programs. Assumes responsibility with interdisciplinary special schools teams of the State Agency management for planning, supervising, monitoring, and evaluating budget, planning, policy, and procedures. Also, supervises and evaluates Associate Principals assigned to State Agency/JCPS sites.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements planning, supervises, and monitors federal, state, and local budgets; maintains appropriate records of all internal accounts

Evaluates and supervises school center heads in the daily operation of their respective programs

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Supervises the implementation and monitors for compliance of all appropriate federal laws, Kentucky state statutes, and local policies with regard to school operations, fiscal management, and Public Law 94-142

Serves as liaison with school center heads, staff, administrative staff, District schools and other appropriate agencies and personnel within a team management concept

Assists in implementing curriculum and ensures appropriate scheduling and planning to meet IEP objectives and instructional goals

Addresses and identifies students' individual education treatment plans through the coordination of training activities with personnel from school centers, system-wide service offices, and other institutional agencies

Plans, facilitates, conducts, and evaluates school-based in-service for residential and day treatment schools

Conducts staff development activities for school center heads during and after normal duty hours to address the goals and objectives of the school systems and State Agency Children's School 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree with Certification in Administration and/or Supervision 020 (Principal Certificate/Endorsement)

Three (3) years of successful experience in working in a juvenile residential and/or day treatment program

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| Three (3) years of satisfactory performance teaching |
| Satisfactory performance on District administrative application processes |
| Satisfactory record of job history and performance |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Experience in developing, implementing, and monitoring of an interdisciplinary team approach in a human services setting |
| Positive adult role model for confronting and handling stressful situations |
| Experience in a diverse workplace |