



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

JOB TITLE:	ASSISTANT PRINCIPAL PART-TIME HIGH SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS ASSIGNED
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4385
BARGAINING UNIT:	RCEA

SCOPE OF RESPONSIBILITIES

The Assistant Principal, under the direction of and as assigned by the Principal, and in the place of the Principal when absent, is responsible for the total operation of the local school program and facility including the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools. Assistant Principals assist with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, school personnel and school plant operation. The diversity of the duties listed herein indicate that the tasks performed by Assistant Principals are both complex and demanding. While receiving little supervision, the Assistant Principal supervises students and certified and classified personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and supervises the instructional program at direction of Principal
Supervises discipline and attendance procedures
Supervises and evaluates the school program; assists with job performance evaluations as assigned
Directs the operation and maintenance of the building
Performs responsibilities in continuous planning, program budget and evaluation of school program to include curriculum development and instruction
Administers extra-curricular activities
Maintains positive public relations/communications
Coordinates transportation
Implements security and safety measures as assigned
Conducts inventories and surveys
Performs all administrative duties in the absence of the Principal
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 successful teaching experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Five (5) years successful teaching experience

Teaching experience at the secondary school level

Experience with/knowledge of current secondary school program(s) and procedures

Experience in a diverse workplace
