



REVISED: Submitted:
07/01/2022 05/24/2022

JOB TITLE:	ASSOCIATE PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4351
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, state, federal mandates, regulations, standards, and goals. Establishes and maintains effective and efficient operations that provide a safe, positive, and healthy learning environment in the services of families and children. Directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of the system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations
Reviews plans and goals with Early Childhood Director and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services
Leads efforts to promote racial equity, positive identity development and anti-bias education practices
Assesses needs of the student population and available resources and uses this information to align the mission of the Early Childhood Program and the center with student and family needs
Enforces JCPS student support and behavior intervention policies, procedures and documentation and appropriately addresses challenging behaviors in Early Childhood through multi-tiered systems of support
Engages in rigorous analyses of multiple Early Childhood student assessment data, and leads implementation of academic and behavior supports and interventions
Supervises and evaluates classified and certified staff and personnel as assigned to the school or center
Allocates, manages, and monitors resources (staff, materials, dollars, time, and physical facilities) to effectively and accountably ensure successful student learning
Works cooperatively with the designated coordinator and staff development personnel to plan, implement and evaluate training and technical assistance for staff, parents, and volunteers
Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices
Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and/or directed
Builds positive and meaningful partnerships with parents, parent groups, community partners and agencies and promotes positive public and school-community relations
Enforces and assures compliance with appropriate state and federal regulations, District policies, administrative directives, and accreditation standards
Works cooperatively with the Early Childhood program director, and specialists in developing, reviewing, and revising programs or activities as assigned
Performs health services, if necessary, for which training will be provided

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
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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.
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MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful teaching experience, preferably in grades PreK through 5
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Satisfactory performance on District administrative application processes

Satisfactory record of job history and performance
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Satisfactory job references

Demonstrated ability to handle stressful situations

Effective communication skills

DESIRABLE QUALIFICATIONS

Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Experience with/working knowledge of current Early Childhood programs and procedures
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Demonstrated ability to work with various groups including those with diverse backgrounds

Experience in a diverse workplace
