



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

JOB TITLE:	ASSOCIATE PRINCIPAL EARLY CHILDHOOD
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4351
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for planning, implementing, supervising, and maintain 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.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Reviews plans and goals with designated supervisor and program staff regularly to monitor and evaluate effectiveness of procedures, monitoring systems, and services
- Guides, facilitates, and supports the curriculum, instruction, and assessment
- Applies concept of curriculum, best practices, research, theory, and design to achieve academic expectations
- Supervises and evaluates classified and certified staff and personnel as assigned to the school or center
- Works cooperatively with the designated coordinator and staff development personnel to provide training for staff, parents, and volunteers in area of assignment
- Provides, plans, and maintains appropriate and confidential records, monthly programs, and other program reports as required and needed
- Provides technical assistance to district and school staff in area of assignment
- Works cooperatively with the designated coordinators, program directors, and specialists in developing, reviewing, and revising programs or activities as assigned
- Assures compliance with federal, state, and local policy, administrative procedures and regulations to area of assignment
- Performs health services, if necessary, for which training will be provided
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

- Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
- Kentucky Teacher's Certification in area of specialty appropriate for instruction
- Three (3) years successful teaching, preferably in the area of specialty
- Demonstrated ability to handle stressful situations

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Administrative experience in area of assignment
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Ability to set priorities
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Experience in development and implementation of school-based in-service
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Experience in a diverse workplace
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