



NEW: Submitted:  
07/01/2021 05/04/2021

JOB TITLE:	ASSISTANT PRINCIPAL STATE AGENCY CHILDREN'S PROGRAMS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4344
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Performs as the school center head responsible for program planning, implementation, and daily operations of a special school. Supervises and evaluates staff assigned to that cost center.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Implements appropriate Federal Laws, State Statutes, and local policies with regard to school operations, fiscal management, and PL 94 142, including KDE, KECSAC, JCPS board policies and treatment partner guidelines

Provides liaison with students, parents, social services staff, community schools, and other appropriate agencies and personnel within an interdisciplinary team approach serving as the onsite administrator for one or more locations

Conducts staff development activities during and after normal duty hours to address the goals and objectives of the school systems and State Agency Children's School Programs; includes contact with the treatment partner outside of regular school hours

Directs the operation, maintenance and safety of the school setting in collaboration with the treatment partner

Provides administrative management and instructional leadership for total operation of the school

Prepares budgets, reports, and maintains appropriate records of internal accounts including, but not limited to orders, staffing and scheduling

Prepares district and state level reports for yearly KECSAC audits, budget audits, and treatment partner monitoring visits and requirements

Maintains student records, oversees student transitions and communicates with receiving schools and/or state agency programs to ensure student accuracy of student information

Engages in rigorous data analysis, results planning, and Multi-Systems of Support for academics and behavior

Plans curriculum and ensures appropriate scheduling and planning for individualized education programs and plans and supervises co-curricular and extracurricular activities

Chairs Admissions and Release Committee meetings at the school and attends appropriate ARCs at other schools as required

Performs health services, if needed, for which training will be provided

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

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. 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, driving automotive equipment, and exposure to dust, fumes and gases.

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

DESIRABLE QUALIFICATIONS
Administrative experience in area of assignment
Ability to set priorities
Experience in development and implementation of school-based in-service
Experience in a diverse work place