



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

JOB TITLE:	ASSOCIATE PRINCIPAL STATE AGENCY CHILDREN'S PROGRAM
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4355
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

Provides liaison with students, parents, social services staff, community schools, and other appropriate agencies and personnel within an interdisciplinary team approach

Assists in providing professional development for staff

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

Prepares budgets, reports, and maintains appropriate records of internal accounts

Maintains student records and ensures due process for students in assigned programs

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 ARC's at other schools

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 workplace