



NEW: 10/06/2021
Submitted: 10/05/2021

JOB TITLE:	DEPUTY PRINCIPAL STUDENT LEARNING CENTER
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4143
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 Student Learning Center as assigned
- 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 Student Learning Center 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
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- 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, 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)
- Three (3) years of successful teaching experience

Demonstrated ability to handle stressful situations
Ability to work well with people
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
Experience in crisis intervention and counseling
Experience working with children exposed to trauma