



NEW: Submitted:
05/24/2023 05/23/2023

JOB TITLE:	ASSISTANT PRINCIPAL ON SPECIAL ASSIGNMENT
DIVISION	SCHOOLS
SALARY SCHEDULE/GRADE:	AS APPROVED BY THE BOARD
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Works with assigned leader to implement special projects with the goal of attaining the district's educational goals. The scope is determined by the size of the project, the level of stakeholder engagement, and the impact on student outcomes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as an instructional leader with the department/school leader who guides, facilitates, and supports the assigned projects

Applies concepts of instruction, student outcomes, research, theory, and design to the assigned project

Maintains multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation

Collaborates with other department/school leaders to promote district goals related to assigned project

Collaborates with department/school leaders to develop and implement systems and manage resources to effectively and accountably ensure the success of the assigned project

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards related to assigned project

Provides leadership in collaboration with the department/school leader to engage appropriate stakeholders in assigned project

Manages and maintains appropriate records for assigned project in accordance with state and systemwide practices

Duties may include performance of health services, 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office and school-based setting. This position has both inside and outside environmental conditions, where protections from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25%) of the workweek: balancing, crawling, and crouching. The following physical activities are required occasionally (up to 50%) of the workweek: bending, climbing, reaching, standing, and walking. Driving, feeling, grasping, kneeling, lifting up to 20 pounds, pulling up to 20 pounds, and pushing up to 20 pounds are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Three (3) years of successful teaching experience
Two years successful experience as a school district administrator
Satisfactory performance on district administrative application processes
Satisfactory interviews with Superintendent and his/her designees
Satisfactory record of job history and performance
Satisfactory job references
Valid drivers license

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Experience with/working knowledge of current school and district programs and procedures
Experience in a diverse workplace