



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	PRINCIPAL ELEMENTARY SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4295
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, implementing, supervising, and maintaining the educational program and is directly or indirectly responsible for attainment of the District's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Applies concepts of curriculum, research, theory, and design to achieve academic expectations

Promotes multicultural awareness, gender sensitivity, and racial and ethnic appreciation

Assesses needs of the student population and available resources and uses this information to align mission of the school with student needs

Allocates and manages resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning

Supervises and evaluates personnel assigned to the school

Administers and supervises the maintenance of the physical facilities

Provides liaison with students, parents, staff, parent groups, community agencies and promotes positive public and school-community relations

Enforces appropriate state and federal regulations, District policies, administrative directives, and accreditation standards

Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices

Provides leadership to the school-based decision-making council and related committees

Provides leadership to parent organizations related to all school programs

Provides leadership for the planning, management, and supervision of the extra-curricular programs

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

Completes all trainings and other compliance requirements as assigned 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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### 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
Satisfactory performance on District administrative application processes
Satisfactory interviews with Superintendent designees
Satisfactory record of job history and performance
Satisfactory job references
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Experience with/working knowledge of current school programs and procedures
Demonstrated ability to work with various groups including those with diversified background
Experience in a diverse workplace