



REVISED:
07/01/2012

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
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- Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
- Apply concepts of curriculum, research, theory, and design to achieve academic expectations
- Promote multicultural awareness, gender sensitivity, and racial and ethnic appreciation
- Assess needs of the student population and available resources and uses this information to align mission of the school with student needs
- Allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning
- Supervise and evaluate all personnel assigned to the school
- Administer and supervise the maintenance of the physical facilities
- Provide liaison with students, parents, staff, parent groups, community agencies and promote positive public and school-community relations
- Enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards
- Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and systemwide accounting practices
- Provide leadership to the school-based decision-making council and related committees
- Provide leadership to parent organizations related to all school programs
- Provide leadership for the planning, management, and supervision of the extra-curricular programs
- Duties may include performance of health services, for which training will be provided
- 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 successful teaching experience as defined in KRS 161.220 and KRS 161.720

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