



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

JOB TITLE:	ASSISTANT PRINCIPAL TEENAGE PARENT PROGRAM
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4365
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Assistant Principal serves the total TAPP program sites and assumes responsibility for the academic program, working cooperatively with the Administrative Team to implement decisions; assumes the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools; assists with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, teaching personnel and school plant operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in administrative duties and in implementing District and TAPP policies and procedures, including coordinating academic component activities with the medical, social services, Family Programs and Child Development Center

Assists in supervision of teaching staff, overseeing individual student programs and instructional planning in each course area, monitors plan books, grade books, grade reporting and student progress, including assisting with teacher job performance evaluations as assigned

Assumes responsibility for supervising teachers in keeping substitute folders current and supporting the substitute during the teaching day (signing in, TAPP orientation, etc.)

Conducts intake/registration conferences with each student and parent, explaining the discipline code, TAPP rules and regulations

Supervises discipline and attendance procedures, including securing attendance contracts, arranging/holding all disciplinary conferences/counseling, including suspensions and withdrawals

Arranges supervision of nutrition breaks and lunch periods, and makes morning announcements as assigned

Assumes responsibility for the acquisition, distribution, inventory and disposal of textbooks, including the annual inventory of state textbooks and for submitting all related reports

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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

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

Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years successful teaching experience
Teaching experience at the level of assignment
Experience in a diverse workplace

Footnote
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.