JOB TITLE:	ASSOCIATE PRINCIPAL STATE AGENCY CHILDREN'S PROGRAMS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4370
BARGAINING UNIT:	CERX

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Performs as the school center head responsible for program planning, implementation, and daily operations of a special school. Supervises and evaluates staff assigned to that cost center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements appropriate Federal Laws, State Statutes, and local policies with regard to school operations, fiscal management, and PL 94 142
- Provides liaison with students, parents, social services staff, community schools, and other appropriate agencies and personnel within an interdisciplinary team approach
- Assists in providing professional development for staff
- Provides administrative management and instructional leadership for total operation of the school
- Prepares budgets, reports, and maintains appropriate records of internal accounts
- Maintains student records and ensures due process for students in assigned programs
- Plans curriculum and ensures appropriate scheduling and planning for individualized education programs and plans and supervises co-curricular and extracurricular activities
- Chairs Admissions and Release Committee meetings at the school and attends appropriate ARCs at other schools
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Master's Degree and Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
- Kentucky Teacher's Certification in area of specialty appropriate for instruction
- Three (3) years successful teaching, preferably in the area of specialty
- Demonstrated ability to handle stressful situations
- 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 work place