



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

JOB TITLE:	PRINCIPAL STATE AGENCY CHILDREN'S SCHOOL PROGRAMS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4315
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, supervising, monitoring and evaluating programs housed in the Cabinet for Health and Family Services (CHFS) residential and/or day treatment facilities. Acts as a liaison for JCPS and State Agency Children's School Programs. Assumes responsibility with interdisciplinary special schools teams of the State Agency management for planning, supervising, monitoring, and evaluating budget, planning, policy, and procedures. Also, supervises and evaluates Associate Principals assigned to State Agency/JCPS sites.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements planning, supervises, and monitors federal, state, and local budgets; maintains appropriate records of all internal accounts
- Evaluates and supervises school center heads in the daily operation of their respective programs
- Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
- Supervises the implementation and monitors for compliance of all appropriate federal laws, Kentucky state statutes, and local policies with regard to school operations, fiscal management, and Public Law 94-142
- Serves as liaison with school center heads, staff, administrative staff, District schools and other appropriate agencies and personnel within a team management concept
- Assists in implementing curriculum and ensures appropriate scheduling and planning to meet IEP objectives and instructional goals
- Addresses and identifies students' individual education treatment plans through the coordination of training activities with personnel from school centers, system-wide service offices, and other institutional agencies
- Plans, facilitates, conducts, and evaluates school-based in-service for residential and day treatment schools
- Conducts staff development activities for school center heads during and after normal duty hours to address the goals and objectives of the school systems and State Agency Children's School Programs
- 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 exposure to marked changes in temperature and humidity and driving automotive equipment.

#### MINIMUM QUALIFICATIONS

- Master's Degree with Certification in Administration and/or Supervision 020 (Principal Certificate/Endorsement)
- Three (3) years of successful experience in working in a juvenile residential and/or day treatment program

Three (3) years of satisfactory performance teaching
Satisfactory performance on District administrative application processes
Satisfactory record of job history and performance
Satisfactory job references
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in developing, implementing, and monitoring of an interdisciplinary team approach in a human services setting
Positive adult role model for confronting and handling stressful situations
Experience in a diverse workplace