JOB TITLE:	PRINCIPAL SPECIAL PROGRAM TAPP SCHOOLS
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 13
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4311
BARGAINING UNIT:	CERX

REVISED: Submitted:

07/17/2019   07/16/2019

SCOPE OF RESPONSIBILITIES

Provides leadership in the development, implementation and monitoring of the plans, programs and strategies that improve achievement and college/career readiness for all students in the school; additionally, supervises and evaluates staff, creates a positive and supportive culture, and differentiates services so that obstacles to learning are removed for all students. Links with community services, agencies, District services and other community groups to support student achievement and college/career readiness and use District supports, systems, and data systems to improve achievement for each student.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Serves as the instructional leader who leads the design, implementation and monitoring of the school's academic achievement plan focusing on the achievement and college/career readiness of each student

Assumes responsibility for establishing goals, collecting and maintaining data, performing on-going program evaluation and leading mid-course corrections based on that data and the identified needs; this includes leading regular reviews of district instructional goals and objectives, program development, implementation, evaluation and redesign

Serves as a link between the school, parents, social services, community school and other appropriate agencies and personnel with an inter-disciplinary team approach that leads to college/career readiness for the students

Develops and maintains current knowledge of school operations and programs, existing laws, and administrative directives to ensure that schools are organized and administrated in a manner which promotes student learning and accomplishes the goals of the District

Provides regular reports to the District personnel on academic achievement progress of students, including College/Career readiness data and results of District wide assessments

Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs, safety and facility issues

Administers and supervises the maintenance of the physical facilities

Resolves problems relating to community relations, inquiries,· student and staff issues and any other school specific needs

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

Attends all Principal meetings, achievement area meetings and other Principal meetings unless otherwise communicated

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 Kentucky Principal Certification

Three (3) years of successful teaching experience

Willingness to work with community agencies, families, parents and students who are parents, as well

Ability to articulate vision of best practice for effective school with special characteristics

Understanding of systems management

Demonstrated leadership ability within diverse groups and students with unique or special needs

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience fostering resiliency and helping students achieve at high levels despite challenges

Experience in urban/suburban school District with student population representing cultural and needs differences

Experience in a diverse workplace