



REVISED:
07/01/2012

JOB TITLE:	SECONDARY SCHOOL PRINCIPAL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4305
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 state 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 which frequently contribute to extended duty hours.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serve 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 multi-cultural 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 academic, athletic, and magnet programs
- Provide leadership for the planning, management and supervision of the board program of athletics
- Provide leadership for the planning, management and supervision of an extensive extra-curricular program
- Provide leadership and direction of guidance 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
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Successful experience as an assistant Principal
Experience with/working knowledge of current school programs and procedures
Demonstrated ability to work with various groups including those with diversified background