



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

JOB TITLE:	PRINCIPAL SPECIAL SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4310
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Develops, establishes, and maintains a special school with programs which meet specific needs represented by the scope of the school population, whether K-12 or elementary or secondary levels.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
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Implements and monitors the provisions of PL 94-142 and other pertinent federal legislation, as well as enforces appropriate state statutes, School Board policies, and administrative directives

Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment

Provides administrative management and instructional leadership for the total operation and supervises all activities within the school

Provides effective leadership at the school center in the development of: (a) educational programs in the school (K-12, ages 3-21); (b) planning program, budget, evaluation system; (c) staff development program; (d) public and school community relations; (e) well balanced activities program; (f) rules, regulations, and administrative directives

Assigns pupils appropriately at the local school level and maintains appropriate records related to pupils

Maintains and updates an inventory of all property and media holdings assigned to the school center

Supervises and evaluates all personnel assigned to the school center and maintains appropriate records related to both instructional and non-instructional personnel

Maintains appropriate records for all internal account transactions and is responsible for local school fiscal affairs in accordance with federal, local, state, and system wide accounting practices

Provides liaison with pupils, parents, other staff members, parent groups, and other community agencies

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

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, climbing, 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.

MINIMUM QUALIFICATIONS

Master's Degree or higher with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)

Three (3) years of successful teaching experience in public schools

Demonstrated ability to work with diverse groups

Satisfactory performance on District administrative application processes

Satisfactory interviews with Superintendent designees

Satisfactory record of job history and performance
Satisfactory job references
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
Basic knowledge of one or more areas of special education
Teaching experience in at least one field of special education and the level of assignment
Kentucky Certification for teaching in the special field represented by the school population
Experience in a diverse workplace