

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR:</u>	<u>SALARY GRADE:</u>
Principal	Superintendent	240 Days	Administrative Schedule 1 -A

SCOPE OF RESPONSIBILITIES:

The Principal is the instructional leader of the school and manages all programs and personnel to develop an optimum learning climate to address the needs of the students. The Principal is responsible for planning and supervising the implementation of the educational program of each child. The Principal observes and evaluates the work of teachers and instructs employees concerning expectations. The Principal sets the standards and coaches teachers in their instruction, management and classroom discipline.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the overall instructional program of the school.
2. Responsible for the efficient and effective operation of the school program including student conduct, teacher effectiveness, and parental involvement.
3. Coordinates and supervises all activities related to the Professional Development program of the school; prepares and files all district level applications, budgets, reports, evaluations and correspondence for the PD program; supports the implementation of the PD programming the school.
4. Makes pupil and personnel assignments.
5. Responsible for accurate attendance reporting.
6. Coordinates the screening of instructional applicants with the School Council and makes the final recommendation to the superintendent.
7. Coordinates and directs curriculum planning, development, and implementation in all educational areas in order to continually improve the instructional program for the school district, reach the district's learning outcomes, and meet the requirements identified by the Board and Kentucky Department of Education rules and regulations.
8. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
9. Directs, supervises and evaluates all instructional related personnel as assigned.
10. Responsible for all internal accounts of school activities in accordance with acceptable accounting practices.
11. Works with the Program Coordinator in developing the Extended School Services plan and the Safe School's program.
12. Chairs and facilitates the work of the School Council and formulates recommendations to the Superintendent related to the improvement of the instructional program for the students.
13. Coordinates activities and facilities.
14. Provides good public relations and orientation programs for the school.
15. Responsible for school registration.
16. Assures the successful implementation of the Kentucky Academic Standards in school.
17. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Master's degree or higher with Kentucky Certification in Principalship at the appropriate level.
2. Three (3) years' successful school teaching experience.
3. Demonstrated ability to work with various groups.