

JOB TITLE: **PRINCIPAL - HIGH SCHOOL**

REPORTS TO: SUPERINTENDENT

SALARY SCHEDULE: CERTIFIED SALARY SCHEDULE, BASED ON RANK AND EXPERIENCE

CLASS CODE: 1010

Scope of Responsibilities

Assumes overall responsibility for the total operation of the High School including directing and evaluating school operations; implementing and evaluating programs, operating the school; supervising and evaluating personnel assigned to the programs, providing leadership for the instructional program and serving as a communication link with community, parents, and other school system employees.

Performance Responsibilities

1. Provides leadership for the instructional program.
2. Plans, executes and evaluates school operations and implements and evaluates school programs in accordance with Board policy, existing laws, and administrative directives.
3. Exercises administrative authority and responsibility for decision-making.
4. Provides leadership in the determination of educational needs and in the formulation of necessary plans, programs, and budgets.
5. Supervises and evaluates all personnel assigned to the school.
6. Directs the utilization of available services and resources according to clearly established priorities and needs.
7. Provides communication linkage among the High School, system wide service offices, local school personnel, parents, community, and citizen groups; remains knowledgeable of their activities and concerns.
8. Develops and implements a comprehensive plan of staff development.
9. Duties may include performance of health services, for which training will be provided.
10. Performs other duties as assigned by the Superintendent.

Minimum Qualifications

1. Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principalship Certificate)
2. Three (3) years of successful teaching experience in public schools
3. Satisfactory performance on district administrative application processes
4. Satisfactory interviews with Superintendent designees
5. Satisfactory record of job history and performance
6. Satisfactory job references

As defined in KRS 161.220 and KRS 161.720

Desirable Qualifications

1. Teaching experience at level of assignment
2. Evidence of preparation for school program administration at level of assignment
3. Successful experience in school administration
4. Experience with/working knowledge of current program(s) and procedures

As defined in KRS 161.220 and KRS 161.720

Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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.