

JOB TITLE: SCHOOL PRINCIPAL - ELEMENTARY

REPORTS TO: SUPERINTENDENT

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

CLASS CODE: 1010

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 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.

Performance Responsibilities

1. Serve as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment.
2. Apply concepts of curriculum, research, theory, and design to achieve academic expectations.
3. Promote multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation.
4. Assess needs of the student population and available resources and uses this information to align mission of the school with student needs.
5. Allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning.
6. Supervise and evaluate all personnel assigned to the school.
7. Administer and supervise the maintenance of the physical facilities.
8. Provide liaison with students, parents, staff, parent groups, community agencies and promote positive public and school-community relations.
9. Enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards.
10. Manages and maintains appropriate records for all local school fiscal affairs in accordance with state and system wide accounting practices.
11. Provide leadership to the school based decision-making council and related committees.
12. Provide leadership to parent organizations related to all school programs.
13. Provide leadership for the planning, management and supervision of the extra-curricular programs.
14. Duties may include performance of health services, for which training will be provided.
15. 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 (Principal Certification)
2. Three (3) years successful teaching experience

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

Desirable Qualifications

1. Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Experience with/working knowledge of current school programs and procedures
3. Demonstrated ability to work with various groups including those with diversified background

Physical Demands

The work is primarily sedentary. At times, 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 lightweights. The work requires activities involving driving automotive equipment.