

Sorted by Class Code

Class Code: 1010

JOB DESCRIPTION

Position Title: PRINCIPAL

Responsible to: Superintendent

Basic Function: Effective instructional leadership and overall school management.

1. Instructional Leadership - Manages an instructional program where teaching & learning and continuous improvements are priorities.
 - A. Develop a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility.
 - B. Organize the school so that faculty and student assignments promote optimum use of talent, time, space, and resources.
 - C. Delegate authority and responsibility to assistants, faculty, and staff so that each person's talents and interests are utilized.
 - D. Provides opportunities for each faculty and staff member to grow, develop, and experience success.
 - E. Promotes program improvement through comprehensive management planning that includes goals, activities, and timelines in instruction and curriculum areas. Monitors the plans to see that they are completed and goals are met.
 - F. Plans professional learning programs that meet the needs of the faculty and the goals of the school district. He/she promotes a positive faculty attitude towards the professional learning.

2. Faculty and Staff Personnel Management - Manages faculty and staff in a manner which utilizes talent effectively; creating a positive school climate.
 - A. Utilize the faculty selection process to identify the most competent candidates to be recommended for employment.
 - B. Observe the performance – formative evaluation – of certified and classified employees. When necessary, writes prescriptions for improvement of performance.
 - C. Conduct summative evaluation within state and local board policies.
 - D. Use the board approved models and processes when observing, evaluating, and conferencing with certified employees.
 - E. Develop appropriate faculty and staff personnel job expectations, job descriptions, and regulations. Clearly communicates positive performance expectations and monitors each employee's performance in a manner, which keeps staff on-task and builds good interpersonal relations.
 - F. Develop a positive school climate by involving faculty and staff personnel in decision making and problem solving and by building trust, respect, cohesiveness, and high morale.
 - G. Accurately completes all personnel records and reports, and forwards them to appropriate persons on a timely basis as requested.

3. Student Personnel Management - Coordinates the development of a system of student management which meets their developmental needs, educationally, socially, emotionally, morally, and physically. Student problems are handled effectively and reasonably positively.
 - A. Provide an effective support system for students with learning and behavior problems, which leads to the development of the desired behavior (e.g., positive attitude toward school, faculty, etc.)
 - B. Promote optimum attendance of all students by development of a systematic program to reduce absenteeism.
 - C. Provides a student advocacy program involving all faculty.
4. Provides a specialized guidance counselor education program to meet the individual developmental needs of all students.
 - A. Manage student data through an accountable, confidential (as appropriate), and efficient records - keeping system; i.e., grades, attendance, test data, health records, census files, etc.
 - B. Provide effective formalized channels of communication for students which involves them in appropriate decisions in the classroom and in the total school.
 - C. Utilize the assistance of district administration in providing resources and assistance in planning in-school student services and in dealing with special student needs.
 - D. Manage a comprehensive testing program and works with students, staff, and parents to communicate testing results. Receives input from various groups and uses data to improve the instructional programs and student services.
5. School Business and Resources Management -Operates the school in an efficient and cost-effective manner by planning and managing financial and material resources.
 - A. Adhere to proper accounting procedures and/or instructional resource allocation.
 - B. Manage the textbook program and or the instructional resource allocation as required by law. Plans effectively for the selection, ordering, inventory, and student accountability, and carries out plans in a manner that shows optimum use of instructional resources.
 - C. Manage the requisition, use and maintenance of furniture, media, equipment, and other building items in an accountable and efficient manner.
6. Reports all appropriate maintenance and repairs to the appropriate resource or department.

Sorted by Class Code

Minimum Qualifications:

- Approved Certification with State of Kentucky.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.