

## Principal

Certified Position – 1010

<u>Salary</u> Per Salary Schedule	<u>Days</u> 240	<u>Reports to:</u> Superintendent
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### SCOPE OF RESPONSIBILITIES

Directs and coordinates educational, administrative, and counseling activities of primary, middle, or secondary schools and promotes the educational development of all students

### PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Provides effective instructional leadership and has the primary responsibility for instruction in the schools to which they are assigned
2. Establishes high expectations for all. Implements KERA and its activities and assumes responsibility for instruction that carries out the six learning goals of KERA
3. Plans, organizes, and directs or delegates implementation of all school activities
4. Evaluates educational programs to insure conformity to state and school board standards and to assist in the implementation of curricula in accordance with Kentucky's Curriculum Frame Work
5. Coordinates and administers educational policies established by the school council for school based decision making
6. Assumes responsibility for the implementation and observance of all board policies and regulations
7. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration
8. Keeps the Superintendent informed of school activities and events
9. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school goals and programs; to interpret board policies and administrative directives; and to discuss and resolve individual student problems
10. Establishes and maintains standards of mutually respectful behavior
11. Supervises and attends special events held to recognize student achievement, school sponsored and extracurricular functions, and athletic events
12. Assumes responsibility for the maintenance of accurate records for attendance, conduct, and progress of all students
13. Assumes responsibility for his/her own professional growth and development through membership and participation in professional organizations at the regional, state, and! Or national level
14. Keeps abreast of appropriate research-based instructional strategies and processes by attending professional meetings and by reading of professional journals and other publications
15. Assumes responsibility for completing an intensive training program approved by the State Board for Elementary and Secondary Education to include no less than forty-two (42) participant hours of instruction every two (2) years
16. Supervises and recommends to the Superintendent the selection of school personnel
17. Conducts orientation of all school personnel of state and local board policies
18. Serves as the immediate supervisor for all certified staff and is designated as the primary evaluator of performance, also may use additional trained personnel to gather data for evaluations
19. Evaluates and assists in developing professional improvement plans for all certified staff that model/teach Kentucky's learning goals
20. Conducts meetings of the staff as necessary for the proper functions of the school
21. Assists in the planning and implementation of in-service training of staff at the district or building level
22. Makes arrangements when necessary for special conferences between parents and teachers
23. Assumes responsibilities for the safety and administration of the school plant concerning emergency preparedness of all staff and students

24. Maintains adequate inventories of property under his jurisdiction to insure security and accountability of that property
25. Attends and participates in principals' meetings and other such meetings as required or appropriate
26. Serves on supervisory committees as required by the beginning teacher internship program.
27. Responds to written and oral requests for information after validation of the request
28. Assumes responsibility for all official school correspondence and news releases
29. Serves as a member of such committees and attends such meetings as directed by the Superintendent
30. Delegates authority to responsible personnel to assume responsibilities for the school in the absence of the principal
31. Provides supervision of pupil transportation and monitoring of student conduct and enforces Board policies in matters of discipline
32. Cooperates with all supervisory personnel in consideration of school-related matters
33. Directs and assists in the development of School Transformational and Professional Development Plans
34. Serves as Chairman of the School-Based Decision Making Council
35. Conducts himself/herself in an ethical professional manner
36. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, and cooperates in the development of the individual professional growth plan
37. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
38. Maintains regular and predictable attendance
39. Adheres to the professional code of ethics
40. Successfully utilizes technology as appropriate in job function
41. Performs any other such duties as designated by the Superintendent

#### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credentials required
2. Minimum of three years of successful teaching experience
3. Successful completion of the principal's assessment center process
4. Successful completion of the beginning teacher committee training program (KTIP) and/or other evaluation requirements set forth by KRS 156.101