GALLATIN COUNTY SCHOOLS – JOB DESCRIPTION

TITLE Principal

REPORTS TO Superintendent

DATE REVISED January 18, 2013

REG HOURS WORKED 8 Hours Per Day

SUPERVISES All classified and certified building personnel

PRIMARY PURPOSE

Assumes overall responsibility for the total operation of the assigned building 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 the community, parents and other school system employees.

QUALIFICATIONS

1. Hold appropriate Principal Certificate for the State of Kentucky
2. Masters Degree or higher
3. Five years of successful teaching experience and administrative experience preferred
4. Other alternatives as the board may find beneficial to the education process
5. Must set high example for staff in desirable characteristics of personality, honesty, integrity, fairness and appearance

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, program 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 Gallatin County School assigned, district wide services, 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. Performs other duties as assigned by the Superintendent
10. Operates school in accordance with SBDM guidelines and regulations

WORKING CONDITIONS

 Mental Demands Be able to handle stressful situations with tact and diplomacy

 Physical Demands Must be able to travel from building to building daily

 Environment Must be able to work in all office settings in the District

TERMS OF EMPLOYMENT 233 Days

EVALUATION Completed by Superintendent

NOTE

The above job description reflects the general requirements necessary to describe the principal

functions or responsibilities of the job identified and shall not be interpreted as a detailed description of

all work requirements that may be inherent in the job, either at present or in the future.

Approved: Date:

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Board Chairperson

Reviewed and agreed to by: Date:

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Employee

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Superintendent