

MARION COUNTY JOB DESCRIPTION

Position Title: Principal, Marion County ATC

Department: Instructional

Reports To: Superintendent

Approved By: Marion County Board of Education Date: October 2016

SUMMARY: Provides instructional leadership to staff including: Curriculum planning, review and implementation; and professional development. Responsible for building administration and the safety and welfare of both students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works with administrative staff to establish a master schedule which addresses the individual needs of the student body as well as the individual teacher's certification for subjects to be taught.
- Collaborates with the administrative staff in organizing school time to maximize academic achievement.
- Establishes a process for the use of all appropriate assessment data to determine the effectiveness of the curriculum and instruction, KOSSA, Work Keys, ASVAB, Compass, KYOTE.
- Will monitor the tracking of all students and their progress toward becoming College and Career Ready monthly and report to Central Office staff.
- Provides leadership to the Staff in the development of school based curriculum.
- Provides assistance to the guidance program for the enhancement of a student's educational and personal development.
- Evaluates and recommends teaching strategies to improve instructional performance.
- Monitors teacher lesson plans, curriculum documents and assessments on a regular basis to determine the level of student progress toward College and Career Readiness.
- Verifies the level of accuracy and/or efficiency of records of attendance, student's grades, and budgetary transactions.
- Stays current on educational changes and developments through reading professional literature and attending professional meetings.
- Assists in the evaluation of school philosophy and curriculum.
- Supervises development of school improvement plans and implementation checks.
- Ensures the effective preparation of the school and Perkins budgets and assists in monitoring the expenditures of school funds.
- Evaluates staff, including Counselor, and assists them in developing plans for professional improvement specifically, for the purpose of increasing efficiency in graduating all students Career Ready.

- Analyzes teachers' certification to maximize the number of Industry Certifications for which each teacher is eligible to provide instruction and assessments.
- Provides information to complete local, state and federal reports.
- Works closely with supervisory personnel to improve the instructional process.
- Works closely with supervisory personnel to make any personnel decisions, including, but not limited to: dismissals, suspensions, reprimands, or other disciplinary actions.
- Implements both district and state CTE projects.
- Coordinates with Central Office the teacher professional staff development program for the professional staff.
- Organizes and monitors the products from department and Data Team meetings.
- Collaborates with high school principals to provide co-curricular activities, within acceptable guidelines, that will give support to the total school program.
- Establishes regular staff meetings to keep staff informed of policy changes and involve staff in the decision making process.
- Develops an effective communication system informing and involving parents and the community in the school's total program of activities.
- Holds conferences with parents, teachers and students or any combination thereof when necessary.
- Attends special events to recognize student achievement.
- Monitors the level of compliance with Title I.
- Establishes and maintains a positive, effective learning climate in the school.
- Coordinates guidelines for acceptable student conduct.
- Arranges and coordinates staff interviews and selection.
- Assigns duties and responsibilities to staff.
- Completes formal staff evaluations.
- Establishes and maintains discipline throughout the school and handles referrals from teachers or bus drivers, as assigned by the principal. This can include referring a student to the Board of Education for possible expulsion.
- Assumes responsibility for the general supervision of the student body, staff and educational program of the school.
- Ensures an effective orientation for new staff members.
- Supervises or assigns supervision for school and school related activities.
- Assists substitutes on a daily basis.
- Establishes a plan and prepares materials, the building and any other activity related to the opening and closing of the school year.
- Works to have the best attendance possible by monitoring tardies, early dismissals and absenteeism and verifies attendance information and data.
- Inspects buildings and grounds on a daily basis in order to evaluate the maintenance of the facility.
- Oversees maintenance needs.

- Helps to ensure the safety and security of the school, including making appropriate reports to law enforcement and/or the Cabinet for Health and Family Services.
- Adheres to professional code of ethics as established by Education Professional Standards Board.
- Performs other duties as assigned.

***QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCES: M. A. and five (5) years experience in teaching and administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate with M. S. Endorsement or special course work related to the appropriate school level.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.