TITLE: **~~High School~~  Ignite Institute Assistant Principal**

QUALIFICATIONS:

1. ~~Holds, or is eligible for, a valid Kentucky certificate for high school principal~~ Holds a valid Kentucky Administrative certificate endorsed for the position of school administration or holds a vocational school principal certification
2. Has at least three years of successful teaching experience
3. Has demonstrated ability as an administrator and/or instructional leader ~~as a teacher or administrator~~
4. ~~Has demonstrated ability in the areas of school discipline, instruction, curriculum development and staff development~~
5. ~~Has demonstrated ability to communicate effectively with scholars, staff, parents, and community~~

REPORTS TO: Principal – IGNITE Institute

JOB GOAL: ~~To assist the principal in any way possible in promoting the educational well-being of each scholar in the school.~~ Utilize leadership, supervisory and teaching skills to assist in managing the day to day educational and instructional services to ensure the IGNITE Institute program provides a world-class education ensuring all scholars are transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Assist the Principal with the integration of Career and Technical Education (CTE) requirements within KDE’s graduation requirements so all scholars are transition ready
2. Maintain CTE data for funding and testing
3. Oversee attendance records of assigned scholars and work closely with scholars, parents, teachers and Coordinator of Attendance Services to insure regular attendance on the part of each scholar
4. Serve as, and assist with, Admission and Release Committee (ARC) chair as needed
5. Assist the principal in all matters of discipline within the school
6. Serve as, and assist with, Building Assessment Coordinator (BAC) as needed
7. Keep records of all disciplinary actions and be thorough and consistent, ~~fair and firm~~ in maintaining proper scholar behavior
8. Greet incoming new scholars throughout the year, schedule their classes, explain the school agenda, assign and manage lockers, and generally orient them to the school
9. Provide an orientation program each spring for those scholars who will be promoted from the middle school to the high school
10. ~~Assign lockers to scholars and see that lockers are operable~~
11. Assist with the implementation of career ready curricula and assessment according to KDE/CTE requirements
12. Ensure teachers collaborate on assigned co-teaching teams and incorporate PBL into lesson planning
13. ~~Change locker combinations and keep a master list of locks and combinations~~
14. Assist with the collaboration of businesses and the school regarding career readiness efforts
15. Assist the principal in providing a complete daily schedule for each scholar
16. Assist in supervising bus and automobile traffic on the school grounds
17. Assist the principal in making teaching assignments for each staff member
18. Assist the principal in the supervision of the behavior and the instructional process of each classroom
19. Assist in the conducting of safety inspections and safety drill practice activities; including keeping a log of such drills and activities
20. Assist in operating the bookstore and maintaining inventory. Oversee those persons who work in the store
21. Assist the principal in the distribution of instructional materials ~~textbook distribution, in providing adequate free textbooks~~, and in providing sufficient records to insure proper use of ~~free texts~~ instructional materials
22. Assist the principal in supervising co-curricular and extra-curricular activities conducted at the school throughout the year, and be responsible for the safety of the scholars and the security of the building at these events
23. Arrange parent conferences pertinent to discipline, grades, etc., as deemed necessary
24. Assist substitute teachers in orientation to their assigned duty and assist the substitute in the event of any difficulty
25. Assist with the teacher assessment process
26. Act on behalf of the principal in his/her absence
27. Assist in the organization, scheduling and supervision of summer custodial services
28. Assist in the supervision of office clerical staff
29. Keeps current with all educational developments and practices related to assignment
30. Assist with the interpretation and enforcement of all applicable board policies, school policies, rules and safety regulations
31. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
32. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary: Boone County Certified Salary Schedule plus Ignite stipend plus index
* ~~12 months~~ 242 days
* Board approved ~~4-29-92~~