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|  | **JOB TITLE** | ASSISTANT PRINCIPAL |
| **REPORTS TO** | PRINCIPAL |
| **SALARY SCHEDULE/GRADE** | CERTIFIED + ADMINISTRATIVE INDEX |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 1020 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Kentucky Certification as a School Principal. |
| Three (3) years of successful teaching experience with demonstrated evidence of and potential for success in administrative/supervisory responsibilities. |
| Demonstrate knowledge of current curriculum and instructional trends and techniques. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **POSITION SUMMARY** |
| Serves as educational leader, supervisor, appraiser, and interpreter of the educational program in the school assigned; is responsible for delegating responsibilities as needed to personnel and is responsible for the safety and welfare of those assigned to the school; ensures that learning occurs. |

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| **PERFORMANCE RESPONSIBILITIES**  **WITH THE GUIDANCE AND SUPPORT OF THE PRINCIPAL:** |
| Utilize the Community Centered Collaborative (C3) document as a coaching tool for all staff members. |
| Routinely celebrate the gifts of each team member. |
| Clearly define leadership roles with the school, including teachers, administrative team, and support staff. |
| Regularly cleanse shared leadership systems to ensure focus and alignment with school and district priorities. |
| Ensure routine calendar control and care to ensure time is leveraged towards priorities. |
| Create, articulate, clarify, and continually monitor a powerful vision for professional learning communities. |
| Clearly articulate school instructional beliefs and alignment with mission, values, and purpose. |
| Continuously clarify instructional priorities within the C3 document and process for collaboration. |
| Co-create and collaborate with every teacher weekly through the C3 document and coaching process. |
| Ensure financial stewardship in all systems and structures for each revenue source. |
| Create a powerful storyline that connects school initiatives to the goals set forth in the Community Centered Schools Blueprint. |
| Explicitly state and model beliefs as a building leader. |
| Continuously find ways to share the school’s story with the world that celebrate and honor the gifts of our community. |
| Intentionally lead learning at the school level and model life-long learning for members of the school community. |
| Demonstrates a commitment to professional growth. |
| Demonstrates effective interpersonal and communication skills. |
| Adheres to professional codes of ethics adopted by the kentucky education professional standards board. |
| Performs other duties consistent with the position assigned as may be requested by the superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Demonstrates regular attendance and punctuality and adheres to the appropriate code of ethics. |
| Performs other duties consistent with the position assigned as may be requested by the superintendent. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  Communicate effectively using speech, vision and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, crawling, climbing, reaching.  Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |