



NEW: Revised: Submitted:
 07/17/2019 07/16/2019
 08/03/2022 08/02/2022

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| JOB TITLE: | PRINCIPAL SPECIAL SCHOOL |
| DIVISION | ACADEMIC SCHOOL |
| SALARY SCHEDULE/GRADE: | IV, GRADE 12 13 |
| WORK YEAR: | AS APPROVED BY THE BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 4310 |
| BARGAINING UNIT: | CERX |

SCOPE OF RESPONSIBILITIES

Develops, establishes, and maintains a special school with programs which meet specific needs represented by the scope of the school population, whether K-12 or elementary or secondary levels.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Implements and monitors the provisions of PL 94-142 and other pertinent federal legislation, as well as enforces appropriate state statutes, School Board policies, and administrative directives
- Serves as the instructional leader and guides, facilitates, and supports the curriculum, instruction, and assessment
- Provides administrative management and instructional leadership for the total operation and supervises all activities within the school
- Provides effective leadership at the school center in the development of: (a) educational programs in the school (K-12, ages 3-21); (b) planning program, budget, evaluation system; (c) staff development program; (d) public and school community relations; (e) well balanced activities program; (f) rules, regulations, and administrative directives
- Assigns pupils appropriately at the local school level and maintains appropriate records related to pupils
- Maintains and updates an inventory of all property and media holdings assigned to the school center
- Supervises and evaluates all personnel assigned to the school center and maintains appropriate records related to both instructional and non-instructional personnel
- Maintains appropriate records for all internal account transactions and is responsible for local school fiscal affairs in accordance with federal, local, state, and system wide accounting practices
- Provides liaison with pupils, parents, other staff members, parent groups, and other community agencies
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

- Master's Degree or higher with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
- Three (3) years of successful teaching experience in public schools
- Demonstrated ability to work with diverse groups

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| Satisfactory performance on District administrative application processes |
| Satisfactory interviews with Superintendent designees |
| Satisfactory record of job history and performance |
| Satisfactory job references |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS |
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| Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification) |
| Basic knowledge of one or more areas of special education |
| Teaching experience in at least one field of special education and the level of assignment |
| Kentucky Certification for teaching in the special field represented by the school population |
| Experience in a diverse workplace |



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