**COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT**

**POSITION VACANCY**

**FOR SCHOOL YEAR 2022-2023**

POSITION:                                 ASSISTANT PRINCIPAL / COURT LIAISON

SCHOOL: TRANSFORMATIONAL LEARNING CENTER (TLC)

DATE POSTED:                            JUNE 27, 2022

APPLICATION DEADLINE:

**QUALIFICATIONS:**

* Hold a valid Kentucky certificate for secondary principal certificate.
* Have at least three years of teaching experience.
* Have experience in curriculum development.
* Have proven ability to communicate effectively with students, parents, faculty and the community.
* Have ability in the area of school discipline.
* Have experience in implementing the Kentucky Education Reform Act.
* Familiarity with District Credit Recovery Software.
* Familiarity with KY Family and District Court.

**RESPONSIBLE TO:**Principal – Assigned School / DPP

**SUPERVISES:**Not Applicable

**PERFORMANCE RESPONSIBILITIES:**

* Assist in establishing and maintaining an effective learning climate in the school.
* Assist in planning, organizing and implementing all school activities consistent with SBDM council policy.
* Assist with the preparation of the school’s budget and assist in monitoring the expenditure of school funds.
* Assist with the maintenance of all required building records and reports.
* Assist with scheduling classes within SBDM guidelines.
* Assist with the development, revision and evaluation of the curriculum according to SBDM policies.
* Maintain high standards of student conduct and enforce discipline adhering to all due process rights of the student.
* Attend special events held to recognize student achievement and attend school-sponsored activities, functions and athletic events, as assigned by the principal.
* Assume responsibility for professional growth and development through membership and participation in professional organizations, and attendance at regional, state and national meetings, as assigned by the principal.
* Assist with the supervision of professional, paraprofessional, administrative and classified personnel assigned to the school.
* Assist with making arrangements for special conferences between parents and teachers.
* Assist with the safety and administration of the school plant.
* Assist with the supervision and evaluation of the school’s extracurricular programs.
* Serve as an ex-officio member of committees and councils as assigned by the principal.
* Responsible for the administration of discipline at assigned school.
* Perform related duties as assigned by administrator or Superintendent, specifically but not limited to Court Liaison Duties for the District.

**JOB GOAL:**

* To use leadership, supervisory and administrative skills to promote the educational development of each student, and to assist the principals and DPP in all aspects of the school administration.

**APPLICATION PROCEDURE:**

* Complete the **online** application at:  [Covington Independent Schools - Frontline Recruitment (applitrack.com)](https://www.applitrack.com/covingtonky/onlineapp/)
* **In-district applicants complete the Internal application.**
* **Out-of-district applicants complete the Certified.**
* **Please direct questions about the online application process to Kim Fossett at Kim.Fossett@covington.kyschools.us.**
* **For information regarding the position contact Alvin Garrison at** [**Alvin.garrison@covington.kyschools.us**](mailto:Alvin.garrison@covington.kyschools.us) **or Sean Bohannon at**[sean.bohannon@covington.kyschools.us](mailto:sean.bohannon@covington.kyschools.us)**.**
* This position will be filled as soon as possible following the application deadline.  All applications will be evaluated and screened.

**An Equal Opportunity Employer**

(90-2223-013) 371