

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Principal

REPORTS TO: Superintendent

SUPERVISES: Personnel assigned to the building

BASIC FUNCTION:

Serves as the 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.

REPRESENTATIVE DUTIES:

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Plan, administer, and supervise the educational program;
- Communicate openly and frequently with the assistant principal and all other staff members;
- Recommend staff for hire to the Superintendent following consultation with the SBDM Council;
- Assume a leadership role with the Council in addressing all areas within the realm of Council responsibilities;
- Demonstrate time management skills which accomplish required volume of work on time;
- Assume the responsibility for completion of all staff evaluations within the building;
- Assume responsibility for school correspondence, general correspondence, and notices for general distribution to the school community, etc.;
- Participate in curriculum study and revision as defined by the SBDM Council;
- Direct and assist in preparing all reports as required by the school district and state;
- Assume responsibility for maintaining student/teacher performance data required to evaluate the success of the school with specific emphasis on student achievement;
- Actively monitor instruction through walkthroughs/units/lesson plan review and benchmark assessments;
- Actively monitor student achievement through various sources. Sources shall include but are not limited to benchmark assessment given three times a year, state assessment data, classroom assessment data (formative and summative) and student progress reports;
- Supervise completion and filing of all student records;

- Implement a Positive Behavior Support program
- Support school staff in classroom management
- Ensure backward design units are created and reviewed/revised regularly;
- Enforce board policies, school policies, rules, and safety regulations;
- Supervise student-teacher and internship program;
- Serve as the link between the school and home;
- Participate in establishing and maintaining community relations, including the use of the school facility
- Direct and assist in the classification and promotion of pupils;
- Cooperate with student groups in defining and achieving the overall objectives and effectiveness of the total school program;
- Create a master schedule based upon student needs and opportunities;
- Ensure staff report to work on time and fulfil all duty assignments;
- Coordinate and supervise extracurricular and co-curricular programs/activities;
- Assume responsibility for administering all federal and state programs;
- Assume responsibility for the interpretation and execution of directives from district level administration and acts as a consultant to district administrators;
- Assume responsibility for maintaining a complete inventory of all equipment and supplies in the building;
- Strive to maintain and improve professional competence;
- Be prepared to make written or oral presentations to the Board;
- Inspect his/her school building and grounds for cleanliness and beautification;
- Promote the care of the building and grounds and assigns staff accordingly;
- Develop such plans as necessary in cooperation with the Director of Operations to ensure that all fire, health, and safety codes applicable to public buildings are being addressed;
- Perform monthly maintenance inspections of his/her school and report the results in writing to the Superintendent/Designee;
- Analyze all financial data and maintain a system of strict accounting for school funds that is in accordance with KRS 156.070 (Red Book) and which documents strict accountability for school funds from the source of collection to the final distribution for school purposes
- Maintain an up-to-date inventory of classroom supplies, books, equipment, and furniture;
- Be open and available to students, staff members, parents, and the community for communication and problem solving;
- Performs other duties as assigned by the Superintendent or district level administrator

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Kentucky laws relation to all areas of instruction, supervision, and school governance;
- District policies and procedures to effectively carry out job duties;
- Kentucky assessment requirements;

- SBDM management and leadership ability;
- Best practices in education and special education;
- Effective leadership in the areas of human, physical, and fiscal resources;
- Current evaluation systems;
- School finances and budgeting;
- Confidentiality laws;

ABILITY TO:

- Locate information from local, state, and federal departments;
- Communicate effectively in both oral and written communications;
- Collaborate with district and school staff;
- Demonstrate positive, professional relationships with district personnel, parents, and community members;
- Motivate and work cooperatively with diverse populations;
- Put the needs of the students first while balancing the needs of other stakeholders;
- Budget effectively and efficiently;
- Plan effectively;
- Work cooperatively with others.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light to heavyweights.

EVALUATION:

- Annual development of Professional Growth Plan.
- Evaluated annually by the Superintendent in accordance with principal standards.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Kentucky Principal certification
- Five (5) years successful teaching experience preferred

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	

Employee Signature:	Date:
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