



TO: Christian County Board of Education

FROM: Leslie Lancaster, Director of Personnel

DATE: January 15, 2026

SUBJECT: Job Description Update – Christian County Learning Center Principal

Board Memo:

The attached job description is submitted for Board approval to reflect the renaming of the Bluegrass Alternative School Principal position to the Christian County Learning Center Principal.

This update aligns with the district's decision to rename the program as the Christian County Learning Center, which now encompasses all Christian County Public Schools alternative education programs, including the Alternative School, Virtual Learning, and applicable KECSAC programs.

This revision is nomenclature only and does not change the duties, responsibilities, qualifications, reporting structure, contract length, evaluation process, or compensation associated with the position. The update ensures consistency across district documentation and accurately reflects the expanded and unified structure of CCPS alternative education programming.

Approval of this item allows the district to maintain clear, accurate, and aligned personnel records reflective of current program naming and organizational structure.

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| POSITION: | <p style="text-align: center;">Christian County Learning Center Principal</p> <p style="text-align: center;">(Encompassing all Christian County Public Schools</p> <p style="text-align: center;">Alternative Education Programs)</p> |
| POSITION SUMMARY: | <p>The Christian County Learning Center Principal is responsible for providing leadership and oversight of all academic, operational, and behavioral aspects of the Christian County Learning Center School and district alternative education programs. This includes maintaining an effective learning climate, ensuring compliance with state and federal requirements, and promoting the academic, social, and emotional growth of all students.</p> <p>This position oversees the day-to-day operations of all Alternative Programs, which may include but are not limited to the Alternative School, Virtual Learning, and specific sections of KECSAC (Kentucky Educational Collaborative for State Agency Children) programs. The principal ensures that each program operates in alignment with district goals and provides high-quality educational opportunities in safe, supportive, and structured environments tailored to meet diverse student needs.</p> |
| QUALIFICATIONS: | <ul style="list-style-type: none"> ● Master's degree in Educational Leadership, Administration, or a related field. ● Valid administrative certification in Kentucky. ● Minimum of 5 years of successful teaching experience, with at least 3 years in an administrative or leadership role preferred ● Knowledge of alternative learning models is preferred. ● Experience fostering positive cultures in schools/organizations directly from a leadership role. ● Strong leadership, communication, and interpersonal skills. |
| REPORTS TO: | Superintendent or Superintendent Designee |

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| SUPERVISES: | <p>All certified and classified personnel assigned full or part-time to the Bluegrass Alternative High School and associated alternative programs.</p> |
| PERFORMANCE RESPONSIBILITIES: | <p>Leadership and Administration</p> <ul style="list-style-type: none"> Provide overall direction and supervision of alternative programs, including but not limited to Alternative School, Virtual Learning, and specified KECSAC programs. Specific programs will be assigned by the superintendent or designee. Maintain an effective learning climate and promote a positive, inclusive, and respectful school culture. Assume leadership and responsibility for the performance of alternative programs on all local, state, and national assessment standards. Design, implement, and monitor academic and behavioral programs to meet the unique needs of alternative education students. Evaluate and support staff members to enhance instructional and operational effectiveness. Participate in district-level leadership meetings and collaborate with other administrators to ensure program alignment and consistency across schools. <p>Instruction and Student Learning</p> <ul style="list-style-type: none"> Supervise instructional programs to enhance academic achievement, social-emotional development, and credit recovery. Plan and monitor student schedules and academic pathways within state and district guidelines. Track and support student academic progress, attendance, and intervention efforts. Monitor and report College and Career Readiness progress for |

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| | <p>all enrolled students.</p> <ul style="list-style-type: none"> • Ensure fidelity of implementation for IEP, 504, and behavioral intervention plans. • Implement and oversee special education services and chair ARC meetings as appropriate. <p>Operations and Compliance</p> <ul style="list-style-type: none"> • Oversee daily school and program operations including facilities, safety, and student transportation coordination. • Assist with preparation of required reports, records, and documentation for Title I, Part D, KECSAC, and other applicable programs. • Manage student scheduling, attendance, and grading systems within Infinite Campus. • Maintain compliance with local, state, and federal regulations governing alternative and agency-based education. <p>Staff and Program Supervision</p> <ul style="list-style-type: none"> • Conduct regular staff meetings and professional development sessions to improve instruction and operations. • Provide mentorship and guidance to newly assigned or developing staff members. • Monitor and evaluate the effectiveness of assigned programs and personnel. • Complete required reports and documentation as assigned by the superintendent or superintendent designee. <p>School and Community Relations</p> <ul style="list-style-type: none"> • Foster effective communication with students, parents, staff, and community stakeholders. |
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| | <ul style="list-style-type: none"> • Develop partnerships with local agencies, organizations, and service providers to support student success. • Serve as liaison between the alternative programs and the central office regarding personnel, curriculum, and student supports. • Promote understanding and public support for the mission and objectives of alternative education within Christian County Public Schools. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Provide proper supervision and discipline for students at all times. • Maintain open and ongoing communication with the Superintendent or superintendent designee regarding successes, challenges, and needs. • Stay informed on best practices and emerging trends in alternative education. • Perform additional duties and assume other responsibilities as assigned. |
| TERMS OF EMPLOYMENT: | Employment for 238 days, with salary to be determined by the adopted administrative salary schedule of the Christian County Board of Education. |
| EVALUATION: | Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the superintendent or superintendent designee. |

Board Approval: October 16, 2025