



03-18-2026

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR:</u>	<u>SALARY GRADE:</u>
Assistant Principal	Principal	225 Days	Certified Salary Schedul Administrative Salary Schedule 1 -B

SCOPE OF RESPONSIBILITIES:

The Assistant Principal will assist the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates, supports and supervises the work of the staff in the areas of lunchroom programming, athletic programs, transportation, emergency plans, after-school and summer school programs, school facility enhancement, and supervision schedules which ensures that the needs of the school and the requirements of the state in these areas are met.
2. Assumes the principal's duties in the principal's absence.
3. Serves as the Gifted Talented Coordinator.
4. Chairs committees as assigned.
5. Coordinates and supervises preparation of all correspondence, documentation, annual reports, self-studies, and visitations as required to maintain accreditation with the Southern Association of Schools and Colleges; coordinates any reports, evaluations or other activities related to any accreditation required by the Kentucky Department of Education.
6. Coordinates and supervises all activities related to the procurement of textbooks and other materials to support the instructional program; prepares and files all applications, budgets, reports and evaluations related to these materials.
7. Coordinates and supervises all activities related to the KEES program, the School Report Card, and School Safety programming; ; prepares and files all district level applications, budgets, reports, evaluations and correspondence for these programs; supports the implementation of the programs in the school.
8. Serves as the District Assessment Coordinator.
9. Assists with implementation of Multi-Tiered Systems of Support.
10. Serves as the Summer Programming Coordinator. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
11. Attends Council meetings and works with the Council in formulating recommendations to the Council/Superintendent/Board related to the improvement of the instructional program for the students.
12. Researches and gathers information on a variety of programs and instructional strategies which would enhance the educational program available to students; alerts the principal and staff to these programs and their potential value to students. Provides support to the principal in the development and implementation of instructional programs in the school; assists in the identification and procurement of available resources to support these programs.
13. Assists the principal in the supervision, evaluation and instructional coaching of teachers in accordance with the district evaluation plan.
14. Leads and supports data analysis to improve student achievement
15. Supervises the assignment, performance and evaluation of substitute teachers.
16. Serves as the initial point of contact for student discipline, partnering with staff and families to address concerns proactively and effectively; facilitates and leads schoolwide behavior

programming, ensuring alignment with the school's vision for a supportive and inclusive learning environment.

17. Performs such other tasks and assumes other responsibilities as the Principal may assign.

MINIMUM QUALIFICATIONS:

1. Master's degree or higher with Kentucky Certification in the Principalship.
2. Three (3) years successful school teaching experience.
3. Demonstrated ability to work with various groups.
4. Advanced technological skills, including abilities and experiences with disseminating information to a wide range of audiences in a variety of manners
5. Ability to record, analyze, and utilize data to advance student learning
6. Expert working knowledge of the *Kentucky Academic Standards* along with evidence-based instructional strategies and resources