



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, DEPUTY SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon
Dr. Adrienne Usher
Lisa Lewis, Director of Finance

FROM: Dr. Althea Hurt, Director of Human Resources

DATE: June 24, 2026

RE: Item for the JULY Board Meeting - Updated Principal Job Description -
Removal of "230 Days for Alternative Principal."

Approval is requested for the attached, updated job description for BCPS principals. The revision removes the phrase **"230 Days for Alternative Principal."** BCPS does not currently have an "Alternative Principal" position; all principals are contracted for 240 days, including the Principal of Specialized Programs. Additionally, **"Alternative School Principal"** will need to be removed from the approved Salary Schedule.

Attachment: Principal Job Description

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

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POSITION: Building Principal

POSITION SUMMARY: Directs and coordinates education, administrative, and counseling activities of schools and promotes the educational development of all students.

QUALIFICATIONS: Appropriate Kentucky Administrative Certification for School Principal

TERMS OF EMPLOYMENT: 240 Days (~~230 Days for Alternative Principal~~)

REPORTS TO: Superintendent/Designee

SUPERVISES: Certified and classified personnel assigned full or part-time to the school.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Initiates, designs, and implements programs to meet the specific needs of the school.
3. Evaluates educational programs to ensure conformity to state and school board standards.
4. Assumes responsibility for the implementation and observance of all board policies and procedures.
5. Assumes responsibility for the maintenance of accurate records for attendance.
6. Implements and supervises the school's special education program, including the implementation of student Individual Education Plans and chairing the School-Based Admission and Release Committee meetings.
7. Evaluates all staff members regarding their individual performance.
8. Evaluates and assists in developing professional improvement plans for all certified staff.
9. Serves as chairperson of the School-Based Decision-Making Council and assumes responsibility for the development, implementation, and communication of all School Council business within Council guidelines, district policy, and state laws.
10. Coordinates and administers educational policies established by the school council for school-based decision-making.
11. Supervises the guidance program to enhance individual student education and development.
12. Plans, organizes, and directs or delegates implementation of all school activities.
13. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

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14. Keeps the Superintendent informed of the school's successes, activities, events, and problems.
15. Prepares and administers the school budget and supervises all school finances.
16. Coordinates and supervises support services such as maintenance, food service, recreational, and community programs.
17. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and to solicit support for the school's goals and programs.
18. Supervises and attends special events held to recognize student achievement, school-sponsored and extracurricular functions, and athletic events.
19. Supervises the operations of the building and school grounds for the health, safety and well-being of pupils, staff, and members of the community.
20. Responsible for the cleanliness and upkeep of the school facility and grounds.
21. Responsible for the organization and supervision of all school schedules.
22. Assume responsibility for the safety and administration of the school.
23. Plans and supervises fire drills, tornado drills, and an emergency preparedness program.
24. Provides supervision of pupil transportation and monitoring of student conduct, and enforces Board policies in matters of discipline.
25. Directs and assists in the development of Consolidated and Professional Development Plans.
26. Plans, organizes, and conducts staff meetings on a regular basis.
27. Conducts orientation of all school personnel on state and board policies and procedures.
28. Provides for the proper supervision of pupils at all times.
29. Deals with students, parents, and all school groups positively and constructively.
30. Promotes proper pupil conduct and discipline in accordance with the school and district discipline code.
31. Keeps abreast of change and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others.
32. Assumes responsibility for his/her own professional growth.
33. Develops a handbook for students, staff, and parents.
34. Assumes responsibility for all official school correspondence.
35. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
36. Cooperates with college and university officials regarding teacher training and preparation.

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37. Performs professional responsibilities and duties as outlined in Board policy, such as regular attendance, punctuality, attending staff meetings, and cooperating in the development of the individual growth plans.
38. May be asked to perform health-related services for students after receiving appropriate training.
39. Performs any other duties as designated by the Superintendent.

PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of a workday)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		
Up to 100 lbs.	✓			
Over 100 lbs.	✓			

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.