

JOB TITLE
PRINCIPAL INTERN

DIVISION
ADMINISTRATION

REPORTS TO
DIRECTOR ADMINISTRATOR
RECRUITMENT AND DEVELOPMENT

SALARY SCHEDULE & GRADE
TO BE DETERMINED

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
NOVEMBER 9, 2009

SCOPE OF RESPONSIBILITIES

Works with the mentor principal to learn the role of a principal in planning, implementing, supervising, and maintaining the educational program and the attainment of the district's educational goals. The scope is determined by the size of the school, the characteristics of the students, the activity program mandated by student needs, and community expectations.

PERFORMANCE RESPONSIBILITIES

1. Serves as an instructional leader with the mentor principal who guides, facilitates, and supports the curriculum, instruction, and assessment.
2. Applies concepts of curriculum, research, theory, and design to work with the mentor principal to achieve academic expectations.
3. Collaborates with the mentor principal to promote multi-cultural awareness, gender sensitivity, and racial and ethnic appreciation.
4. Assesses needs of the student population and available resources and uses this information to assist the mentor principal to align the mission of the school with student needs.
5. Collaborates with the mentor principal to develop and implement school systems to allocate and manage resources (staff, materials, dollars and time) to effectively and accountably ensure successful student learning.
6. Observes the mentor principal (elementary level) or assist mentor principal (middle and high school levels) supervise and evaluate all personnel assigned to the school and learn/facilitate district evaluation processes.
7. Collaborates with mentor principal to administer and supervise the maintenance of the physical facilities.
8. Provide liaison with students, parents, staff, parent groups, community agencies and promote positive public and school-community relations.
9. Collaborates with mentor principal to enforce appropriate state and federal regulations, School Board policies, administrative directives, and accreditation standards.
10. Collaborates with mentor principal to manage and maintain appropriate records for all local school fiscal affairs in accordance with state and system-wide accounting practices.
11. Provides leadership in collaboration with the mentor principal to the school based decision-making council and related committees.
12. Provides leadership in collaboration with the mentor principal to parent organizations related to all school programs.
13. Provides leadership in collaboration with the mentor principal for the planning, management and supervision of the extra-curricular programs.
14. Collaborates with mentor principal to provide leadership for the planning, management and supervision of board program of athletics (high school level).
15. Collaborates with the mentor principal to provide leadership and direction of the guidance program.
16. Duties may include performance of health services, for which training will be provided.
17. Performs other duties as assigned by the Director Administrator Recruitment and Development.

PHYSICAL DEMANDS

The work is primarily sedentary. At times it requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Masters Degree
2. Eligible for Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
3. Three (3) years successful teaching experience
4. Successful experience as an assistant principal (middle or high school levels)
5. Satisfactory performance on district administrative application processes
6. Satisfactory interviews with Superintendent and his/her designees
7. Satisfactory record of job history and performance
8. Satisfactory job references

DESIRABLE QUALIFICATIONS

1. Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Experience with/working knowledge of current school programs and procedures
3. Demonstrated ability to work with various groups including those with diversified background

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