

JOB TITLE
SPECIAL SCHOOL PRINCIPAL

DIVISION
ADMINISTRATION

REPORTS TO
EXECUTIVE DIRECTOR
EXCEPTIONAL CHILD
EDUCATION

SALARY SCHEDULE & GRADE
IV, GRADE 12

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
JANUARY 11, 2010

SCOPE OF RESPONSIBILITIES

Develops, establishes, and maintains a special school with programs which meet specific needs represented by the scope of the school population, whether K-12 or elementary or secondary levels.

PERFORMANCE RESPONSIBILITIES

1. Implements and monitors the provisions of PL 94-142 and other pertinent federal legislation, as well as enforces appropriate State statutes, School Board policies, and administrative directives.
2. Provides administrative management and instructional leadership for the total operation and supervises all activities within the school.
3. Provides effective leadership at the school center in the development of: (a) educational programs in the school (K-12, ages 3-21); (b) planning program, budget, evaluation system; (c) staff development program; (d) public and school community relations; (3) well balanced activities program; (f) rules, regulations, and administrative directives.
4. Assigns pupils appropriately at the local school level and maintains appropriate records related to pupils.
5. Maintains and updates an inventory of all property and media holdings assigned to the school center.
6. Supervises and evaluates all personnel assigned to the school center and maintains appropriate records related to both instructional and non-instructional personnel.
7. Maintains appropriate records for all internal account transactions and is responsible for local school fiscal affairs in accordance with federal, state, and systemwide accounting practices.
8. Provides liaison with pupils, parents, other staff members, parent groups, and other community agencies.
9. Duties may include performance of health services, for which training will be provided.
10. Performs other duties as assigned by the Executive Director Exceptional Child Education.

PHYSICAL DEMANDS

The work is primarily sedentary. 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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

1. Master's Degree or higher with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Three (3) years successful teaching experience in public schools
3. Demonstrated ability to work with various groups
4. Satisfactory performance on district administrative application processes
5. Satisfactory interviews with Superintendent designees
6. Satisfactory record of job history and performance
7. Satisfactory job references

DESIRABLE QUALIFICATIONS

1. Rank I with Kentucky Certification in Administration and Supervision on level of assignment (Principal Certification)
2. Basic knowledge of one or more areas of special education
3. Teaching experience in at least one field of special education and the level of assignment
4. Kentucky Certification for teaching in the special field represented by the school population