

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Principal
Job Class Code: 1010
Pay Scale: per salary schedule

Reports to: Superintendent
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Plans, administers, and supervises the educational program.
- Responsible for collecting, organizing, analyzing, using, and maintaining all students' achievement performance data which are required by the District
- After consultation with the SBDM Council, selects staff.
- Conducts all personnel evaluations
- Supervises all certified and classified personnel assigned to the school.
- Communicates directly and frequently with all members of the staff, SBDM Council, PTA/PTO, parents, and community.
- Responsible for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Responsible for the interpretation and execution of directives from the Superintendent or School Director
- Consults with and advises district staff on issues related to student achievement, and the effective management of the schools.
- Directs and assists in preparing all reports as required by the school district.
- Supervises completion and monitoring of all student records
- Manages all discipline in the school per the Board of Education's Student Code of Conduct and the school's SBDM policies.
- Enforces the observation of all federal and state laws (includes Special Education and the chairing of most Admission and Release Committee {ARC} meetings), SBDM school policies, rules, and safety regulations.
- Supervises student-teacher and internship program
- Responsible for the maintenance of the building and grounds
- Serves as a liaison and primary communicator among the school, home, and district
- Responsible for establishing and maintaining community relations which include the use of the school facility (Building Usage Policy and requirements)
- Directs and assists in the classification and promotion of pupils per SBDM policy.
- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program
- Coordinates and supervises extracurricular and co-curricular programs and other after school activities.
- Maintains a complete inventory of all equipment and supplies in the building(s) and completes all appropriate and required reports.
- Performs other duties as assigned
- Maintains regular attendance and professional appearance.

MINIMUM QUALIFICATIONS

Education: Bachelor's and/or Master's Degree
Certification/Licensure: Valid Kentucky Principal administrative certification

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.