

CERTIFIED PERSONNEL JOB DESCRIPTION

POSITION TITLE: Principal / Assistant Principal

QUALIFICATIONS: Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Principals report to Superintendent. Assistant Principals report to Principal.

JOB GOAL: To promote the educational development of each student through the application of leadership.

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

PHYSICAL QUALIFICATIONS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.

DUTIES: Demonstrates professionalism.
Promotes the success of all students and staff by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
Promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
Promotes the success of all students by ensuring management of the organization, operations and resources for a safe, efficient, and effective learning environment.
Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
Promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
Promotes the success of all students by understanding, responding to, and influencing and larger political, social economic, legal and cultural content.
Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.
Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
Performs other duties as assigned by the Principal in accordance with the best interest of the school, student, and district.

TERMS OF EMPLOYMENT: Salary and work year to be established by the board of education per the district's Administrative Supplements Schedule.

Elementary Principal	210 days	Middle & High Principal	240 days
Elementary Asst. Principal	200 days	Middle & High Assistant Principal	215 days

EVALUATION: Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of assistant principals will be conducted by the building principal. Principals will be evaluated by the superintendent.

Updated: 4/25/2022