

Carlisle County Schools
Job Description
Principal

An individual serving as a principal must hold a valid Kentucky certification for the position. It is the principal's responsibility to maintain certification. The principal reports to the superintendent.

The job goal is to implement instruction and actions that supports the district's and school's instructional goals and objectives in a manner that results in measurable improvement in student academic achievement.

PERFORMANCE RESPONSIBILITIES:

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Facilitates the development of programs and monitors implementation of curriculum that meets the needs of all children.

Leads in the development of instructional planning and implementation based on data driven decisions utilizing best practices and researched based methods to increase student achievement.

Develops the School Improvement Plan encompassing goals, objectives, activities, timelines, and resources.

Monitors the implementation of programs/services through a systemic design. Organizes for maximum time for academic learning.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about school activities, performances, and policies. Involves stakeholders in school decision-making.

Serves as chairman of the SBDM and works within SBDM policy to promote student achievement.

Manages all resources of the school including personnel, finances, facilities to promote student achievement.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Supervises and evaluates school personnel to ensure a positive, safe learning environment.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Keeps superintendent, chief academic officer, and school board informed of school activities, progress and challenges.

Takes all necessary and reasonable precautions to ensure the safety of students and staff. Maintains reasonable care and security of school equipment and materials. Provides supervision for students outside the classroom and in areas assigned.

Supports the district and school improvement plans and assists in developing those plans as requested. Assists in enforcing school rules, administrative regulations, and Board policies.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff. Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Superintendent.