

TITLE: **Director, Principal Leadership Academy**

QUALIFICATIONS: 1. Kentucky Certification for Principal.
2. Degrees and experience commensurate with job description.

SUPERVISES: As assigned by the Assistant Superintendent for Instructional Services.

REPORTS TO: Assistant Superintendent for Instructional Services

JOB GOAL: To provide leadership and assistance in the development, implementation, and coordination of the Principal Leadership Academy.

PERFORMANCE RESPONSIBILITIES:

I. Goals, Objectives, and Policies:

- A. The Director of the Principal Leadership Academy assists in training building leaders to implement instructional policies, programs and procedures and to represent the district before various groups.

II. Funding and Budgets:

- A. The Director of the Principal Leadership Academy will train building leaders on district-wide instructional programs and resources and how to prepare and administrate budgets.

III. Curriculum Development:

- A. The Director of the Principal Leadership Academy provides training and coaching to building leaders on curriculum development, evaluation, selecting, and using instructional resources.

IV. Personnel Selection and Evaluation:

- A. The Director of the Principal Leadership Academy assists building leaders in the selection and employment of staff, defining their roles, delegating responsibility, and evaluating their performance.

V. Planning for Self-Development:

- A. The Director of the Principal Leadership Academy assists building leaders in becoming aware of and planning for self-development needs.

VI. Group Professional Development Activities:

- A. The Director of the Principal Leadership Academy assists building leaders in planning for, conducting, coordinating, and evaluating professional development activities designed to meet identified group needs within the building.

VII. Individual Personnel Development – Identification and Remediation:

- A. The Director of the Principal Leadership Academy identifies staff development needs with the building leaders and provides coaching and support to address those needs.

VIII. Individual Personnel Development – Self-Diagnosis and Remediation:

- A. The Director of the Principal Leadership Academy visits and assists individual building leaders.
- B. The Director of the Principal Leadership Academy maintains a rapport of trust and openness with the building leaders.

IX. Coordinating Professional Development In-Service Activities:

- A. The Director of the Principal Leadership Academy provides direction to building leaders for their continued growth, secures resources for professional development/in-service activities, and serves as a liaison between the school system and other agencies.

X. Evaluating System-wide School Programs, Disseminating Results and Providing Support:

- A. The Director of the Principal Leadership Academy conducts assessment activities to determine needs and effectiveness of school programs, organizes and disseminates information, and provides support to building leaders by observation and coaching.

XI. Upgrading Own Professional Competence:

- A. The Director of the Principal Leadership Academy seeks opportunities to upgrade own professional knowledge and skills.

XII. Promoting School and Community Communications:

- A. The Director of the Principal Leadership Academy promotes good rapport, understanding, and support among district-level staff and the building leaders.

XIII. Other Duties and Responsibilities:

- A. The Director of the Principal Leadership Academy assists in the implementation of a comprehensive public information plan for the district and is responsible for establishing and maintaining positive media relations for the Principal Leadership Academy.
- B. The Director of the Principal Leadership Academy assumes other responsibilities as assigned by the Superintendent or Assistant Superintendent of Instructional Services.

TERMS OF EMPLOYMENT:

Salary and work year shall be established by the Board of Education. Salary and supplement schedule will be as per the District's Salary Schedule.

EVALUATION:

Performance of this job will be evaluated in accordance with the provision of the Warren County Board of Education policy on evaluation of certified personnel. Evaluations are conducted by the Assistant Superintendent of Instructional Services.