

PROGRAM DIRECTOR

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**TITLE:** Program Director

**REPORTS TO:** Director of High Schools

**SUPERVISES:** Personnel Assigned to Building

**JOB FUNCTION:** Serves as educational leader, supervisor, appraiser and interpreter of the educational program In the schools assigned; is responsible for delegating responsibilities as need to personnel and is responsible for the safety and welfare of those assigned to the school

**DUTIES AND RESPONSIBILITIES:**

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- Plans, administers, and supervises the educational program.
- Provides leadership in establishing and attaining established student goals and outcomes
- Schedules teachers and room facilities
- Directs and assists in preparation of individual pupil schedules.
- Initiates and requisitions, allocates and supervises care of material resources for instructional program.
- Coordinates various elements of the Program's enterprise, including responsibility for financial records, budget and expenditures.
- Provides leadership in the development of school policies, master schedules, daily programs, master calendars and pupil and teacher handbooks.
- Communicates openly and frequently with staff members

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Selects staff
- Supervises all certified and classified personnel assigned to the school. Assumes the responsibility for completion of all staff evaluations within the building.
- Assumes responsibility for school correspondence, general correspondence, notice for general distribution to the school community, etc
- Directs and assists in preparing all reports required by the school district.
- Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the school
- Enforces the observation of all applicable board policies, school policies, rules and safety regulations.
- Supervises the student-teacher and internship programs
- Promotes the care of the buildings and grounds and assigns staff accordingly
- Supervises completion and filing of all student records.
- Assumes the responsibility for maintain student discipline in the school
- Serves as the link between school and home.
- Participates in establishing and maintaining community relations including the use of the school facility
- Directs and assists in the classification and promotion of pupils.
- 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/activities.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Assigns duties to the staff
- Assumes the responsibility for administration of all student discipline in the school.
- Cooperates as a consultant and advisor to the central administrative staff and supervisory personnel.
- Established a procedure for maintaining a complete inventory of all equipment and supplies in the building
- Maintains regular attendance
- Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Master's Degree in Education
- Kentucky Certification as Principal
- Five (5) years of successful teaching and/or counseling experience Three (3) years of successful administrative and/or leadership experience (preferred)

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**LICENSES AND OTHER REQUIREMENTS:**

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- Valid Kentucky Teaching Certification
- Valid Kentucky Certification as Principal
- Exhibit knowledge of Kentucky assessments
- Possess leadership ability
- Experience working with students with varied learning style.
- Provide evident of ability to motivate and work cooperatively with diverse populations
- Ability to budget
- Use time efficiently
- Prior experience of effective management of human, physical and fiscal resources
- Ability to plan effectively

*Original Date:* \_\_\_\_\_

*Revision Date:* 07/2012