

## CAREER AND TECHNICAL SCHOOL PRINCIPAL

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**TITLE:** Career and Technical School Principal

**REPORTS TO:** Director of Innovation and School Improvement

**SUPERVISES:** Personnel assigned to the building

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

### DUTIES AND RESPONSIBILITIES:

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- Serves as the instructional leader for the school by insuring classrooms and laboratories, including the school farm are student learning centered
- Ensure that all programs and teachers have an updated and relevant curriculum which prepares students for college and viable careers
- Promotes collaboration and integration of academic and career technical skills among all teachers
- Leads the school and teachers to make effective use of community r resources including individual, business, government agencies and educational institutions
- Involves the faculty in hiring and filling vacancies
- Participates and encourages faculty to participate in professional development activities designed to improve teacher performance and instruction
- Guide teachers to integrate student organization leadership and subject matter skills into instruction to increase student learning
- Encourage all teachers (career technical and academic) to be a part of the educational team and be involved in all aspects of the school operations and activities

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Plans, administers, and supervises the educational program
- Work with and communicate openly and frequently with school staff members to ensure compliance with policies and procedures
- Works with the Director of High Schools and the Coordinator of Career and Technical programs
- Supervises all certified and classified personnel assigned to the school. Assumes the responsibility for completion of all staff evaluations within the building and supervises the student-teacher and internship programs
- Assumes responsibility for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Participates in curriculum study and revision that meet state academic and skill standards and local board approval
- Motivates all faculty and staff to collaborate on curriculum and instruction, work-based experiential learning, and leadership development initiatives.
- Ensures high quality instruction for every student in every class every day.
- Promotes both academic and technical skill attainment and holds all faculty accountable for teaching both academic and technical skills.
- Directs and assists in preparing all reports as required by the school district
- Assumes responsibility for maintaining student/teacher performance data required to evaluate the success of the school
- Supervises completion and filing of all student records
- Assumes responsibility for administration of all student discipline in the school.
- Enforces the observation of all applicable board policies, school policies, rules and safety regulations

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### DUTIES AND RESPONSIBILITIES (CONT.):

- Promotes the care of the buildings and grounds (including learning labs and the farm) and assigns staff accordingly
- Serves as the link between school and home
- Participates in establishing and maintaining community relations, including the use of the school facility and soliciting advisory committee's recommendations needed for student college and career readiness.
- 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 co-curricular programs/activities
- Cooperates as a consultant, advisor, and is responsible for the execution of directives from the central administrative staff and supervisory personnel
- Established a procedure for maintaining a complete inventory of all equipment and supplies in the building
- Level III Career and Technical programs are held accountable to the Department of Education and the Workforce Development Cabinet for student completion rates, placement rates, and level of achievement
- Federal funding through Carl Perkins legislation requires the integration of academics into the technical program.
- The principal is the key facilitator who insures Level III programs meet the needs for state and federal funding
- Strong communicator
- Employs sound educational practices based in research (quality instruction, work-based learning and leadership development).

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- Develop entrepreneurship and career focus
- Traditional but visionary
- Promotes high standards and expectations
- Performs other duties as assigned
- Maintains regular attendance.

### 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
- Kentucky Certification as a Career and Technical School Principal or Kentucky Certification for Instructional Leadership – School Principal
- Three (3) years of successful teaching experience in an career technical education teaching assignment;
- Four (4) years work experience in career and technical school. (preferred)
- Career Technical education administration experience (preferred).

### LICENSES AND OTHER REQUIREMENTS:

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- Kentucky Teaching Certificate
- Kentucky Certification as a Career and Technical School Principal or Certification for Instructional Leadership – School Principal

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

*Revision Date: 04/1995*

*Revision Date: 07/2012*

*Revision Date: 05/2014*

*Revision Date: 06.2015*