

Principal - PASS Academy

Position/Job Description

Qualifications

- A minimum of a Master's Degree from an accredited institution.
- At least 3 years successful experience as a classroom teacher.
- Valid certification as an administrator.

Knowledge, Skills, and Abilities

- Knowledge of current trends and best practices.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in human interaction and conflict management.
- Effective skills in oral and written communication.
- Ability to communicate and work cooperatively in collaboration with stakeholders.

Position Goal

- To perform administrative responsibilities and provide instructional leadership in planning, management, operation and evaluation of the educational program of PASS Academy.

Responsibilities

- Provide effective leadership in planning, developing, implementing, and evaluating the instructional program.
- Interpret and enforce federal and state laws and state and local Board policy.
- Develop and implement a comprehensive plan in accordance with the system goals and objectives, utilizing input from stakeholders.
- Implement the code of student conduct and establish procedures that encourage student behavior that is consistent with school goals.
- Ensure students receive appropriate placement and services.

- Assist in the recruiting, screening, selecting, and supervision of the school's certified and non-certified personnel.
- Provide a safe and orderly environment for staff and students.
- Provide opportunities for professional development for staff.
- Maintain confidentiality of any school system related information.
- Prepare and maintain school budget and finances.
- Assist school administrators and the Juvenile Court System in the placement and dismissal of students.
- Coordinate and Supervise ALL credit recovery programs, to include, but not limited to, Saturday School and Summer School for district students.
- Develop and implement the Virtual School Program according to the Alabama State Department of Education guidelines.
- Direct and assist with the implementation of innovative practices at PASS Academy.
- Assume administrative responsibility for all required records and reports.
- Perform other duties/tasks consistent with the goals and objectives of this position during the normal school term as well as during the summer.
- Liaison to the Children's Policy Council.
- Hearing Officer
- Serve as primary contact for students involved in the Juvenile Court System who may be assigned to the SPAN program or PASS Academy.
- Perform other reasonable related duties as needed, or as assigned by the Superintendent.

Report to: Superintendent and/or his designee

Salary: Based on the Board Salary Matrix for Middle School Principals

Work Days: 240 days annually

APPROVED
 CHILTON COUNTY BOARD OF EDUCATION
 DATE 5-27-16
Tommy Glasscock
 SUPERINTENDENT