

**TITLE**

*Principal – Alternative School*

**ESSENTIAL FUNCTIONS**

- Administer and supervise Alternative School
- Serve as a compliance coordinator for Special Education
- Attend meetings, evaluate teachers, monitor some homebound teachers, and provide some assistance to the countywide school psychologist as needed
- Assist in supervision of Fentress County Adult High School.

**Alternative School Duties:**

- Manage the operation
- Distribute and complete reports and information from Central Office
- Communicate with Central Office and schools on a regular basis
- Maintain a clean, positive facility which is conducive to a good learning environment
- Assist and monitor students
- Maintain records:
  - attendance & report to home school
  - student behavior
  - student information
  - annual report to Central Office/schools with vital statistics (ratio of boys to girls, attendance, ratio of Special Education students, etc.)
- Discipline students
- File and attend Juvenile Court as needed.

**Other Duties:**

- Janitorial:
  - clean, sweep, mop, wax
  - maintain bathrooms on daily basis
  - deal with plumbing problems as they arise
  - obtain needed supplies
- Help build/construct anything needed (ex. workstations, bookshelves)
- Help transport for Alternative School/Adult High School when needed
- Drive bus for county bus garage when no drivers are available
- Help in repairs/maintenance of any equipment we have.