

**TITLE****Assistant Principal — Elementary****QUALIFICATIONS**

1. Valid Tennessee teacher's license with appropriate endorsement(s); and
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

**JOB GOAL**

To work directly with all teachers to improve instruction.

**ESSENTIAL FUNCTIONS**

1. Helps all teachers develop, and strengthen their professional skills;
  - a. Assists individual teachers, and/or groups of teachers, to appropriately identified areas of weakness or concern;
  - b. Utilizes all available data sources which reflects student achievement including but not limited to TCAP-ALT, TerraNova, Writing Assessment, TVAAS, school report cards (includes student achievements and value-added), as well as the individual teacher's Teacher Effect (if allowed access by the teacher);
  - c. Assists in the development of written plans (including specific instructional strategies) to address the identified areas of need;
  - d. Monitors the implementation of the plans; and
  - e. Organizes the plans in such a manner that all concerned parties are aware of their specific roles and that all parties stay focused and are held accountable for their role.
2. Helps to establish a unified effort to address the needs of all students;
3. Serves as principal in the absence of the regular principal;
4. Works closely with the school counselors and school nurses to be sure that the needs of the individual students are being met;
5. Works daily with the lead teacher in each grade as well as individual faculty members to enhance the use of more effective teaching strategies and positive classroom management skills;
6. Conducts an observation of each teacher (separate and apart from the formal, mandated evaluation) for the purpose of identifying and addressing areas of strengths and weaknesses;
7. Works with the appropriate supervisors and principals to assists with the formal evaluations of non-tenured and tenured teachers, at the discretion of the principal;
8. Monitors daily the teaching strategies being used in the classrooms and makes recommendations, when needed;
9. Monitors daily classroom management and works with teachers when improvement is needed;
10. Monitors daily the effective use of planning time and makes recommendations, when needed;
11. Monitors daily lesson plans — seeking alignment with state curriculum and effective correlation of curriculum, instruction, and assessment and makes recommendations, when needed;
12. Seeks avenues to improve the total curriculum and instruction program;
13. Works with the principal with the School Improvement Process and SACS accreditation; assists the Principal with the accompanying staff development component;
14. Assists the principal in the overall administration of the school; and
15. Performs such other tasks and assumes other responsibilities as directed by the Principal and/or Director of Schools.

## PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.

## WORK CONDITIONS

Normal working environment.

Regular school calendar plus five (5) additional days – at the discretion of the school principal and as funding is available; documentation (attendance software) is required.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

## GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.