

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

1. Valid Tennessee administrator's license with appropriate endorsement; and
2. Administrative or supervisory experience in accordance with state law and the 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; and
  - b. Utilizes all available data sources which reflects student achievement including but not limited to TCAP-universal screening data, 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);
2. Helps to establish a unified effort to address the needs of all students in multiple buildings;
3. Serves as principal in the absence of the regular principal;
4. Works with the individual faculty members to enhance the use of more effective teaching strategies and positive classroom management skills;
5. 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;
6. 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;
7. Monitors daily the teaching strategies being used in the classrooms through the use of the TN IPG and makes recommendations, when needed;
8. Monitors daily classroom management and works with teachers when improvement is needed;
9. Monitors daily the effective use of planning time and makes recommendations, when needed;
10. Seeks to enhance the alignment of the required curriculum with the most effective instructional practices and mandated assessments. Makes recommendations, where, and when needed;
11. Seeks avenues to improve the total curriculum and instruction program;
12. Seeks to align the required curriculum with both effective instructional practices and the mandated assessments;

13. Works with the Principal(s) with the School Improvement Process and entry into ePlan; assisting the Principal(s) with the accompanying staff development component;
14. Assists the Principal(s) in the overall administration;
15. Serves as a Title IX interviewer;
16. Works with 'Truancy' Management;
17. Works with 'Chronically Absent' Management;
18. Serves as the Game Administrator for Elementary Basketball;
19. Manages and monitors maintenance checklists; and
20. Performs such other tasks and assumes other responsibilities as directed by the Principal(s) 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 in a school. Must sign-in and out daily on the attendance software (the official verification of attendance).

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.