

JOB DESCRIPTION
Cumberland County School District

ASSISTANT PRINCIPAL - ELEMENTARY

Purpose Statement

The job of Assistant Principal - Elementary was established for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at an elementary school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Elementary Principal

Functions

Specific functions may vary widely due to type of school, physical plant, individual managerial, and education philosophy. Principal should be familiar with all functions and be prepared to accomplish them. However, the listing is not considered all-inclusive or restrictive.

- Responsible for assisting with the educational mission of the school system at assigned school.
- Assists the building principal with the safety, care and up keep of his/her school. Keeping in mind the needs of the students.
- Assists with the opening and closing of the assigned school each day at the time established by the building principal.
- Evaluates teachers and other personnel as outlined in state law and Board policies as directed by the building principal.
- Assists in overseeing the health and safety of the students. Conduct fire drills as outlined by State requirements.
- Assists the conduct of teachers' meetings, parent-teacher conferences, school activities, and school exhibits as often as needed to insure a proper learning environment.
- Assists with the proper care and accounting of all equipment, textbooks, and supplies assigned to the school.
- Makes building reasonably available to teachers after school hours as needed, per Principal's policy.
- Assists in administering the code of discipline and behavior within the school in accordance with BOE policy and building principal's authorization.
- Assists in ensuring that the United States Flag is displayed during each school day.
- Assists in supervision of the athletic program in accordance with the rules and regulations of the Tennessee Athletic Associations.
- Observes all other rules and regulations relative to the operation of the school as established by law and State Board of Education.
- Assists in the resolution of complaints and grievances when they arise. Informs parents, students, teachers and others of all compliant or grievance procedures and requirements as required.
- Serves as a member of the Safety Advisory Committee with the duties outlined in the Board Safety Policy in the absence of the Principal.
- Assists in the supervision of approved extra-curricular activities to support the overall instructional program at respective school.
- Assists in the management of all school fiscal matters in an efficient and honest manner, per Principal's guidelines.
- Assists in the efficient management of all resources provided in support of the overall instructional program.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Assists in the guidance, teaching, assisting and evaluation of all staff and faculty members in his/her school as authorized by the building principal.

- Represents the school and community in a positive manner.
- Performs other work-related duties as assigned by the building principal.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; Flexibility is required to specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

Responsibility

Responsibilities include: Duties assigned by the principal to provide smooth operation of the school.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience

Education Masters degree in job related area.

Equivalency 3 Years Experience as a Teacher.

Requirement

This is a certified position.

Certificates & Licenses

Valid TN Teacher’s License/Certification
Administrative Certification

Posse and maintain a valid TN Driver’s License

Continuing Educ. / Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade