

**Clarksville Montgomery County School System
Job Description**

Position Title: High School Assistant Principal **Department:** Instruction

Grade: 506B

Days Per Year: 210

Date: July 2009

Reports to: Building Principal

Purpose of Position:

The purpose of this position is to assist the principal with such routine duties which prevent the principal from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

Essential Duties & Responsibilities:

- Assists the principal in the overall administration of the school.
- Serves as principal in the absence of the regular principal.
- Proposes schedules of classes and extracurricular activities.
- Supervises the preparation of student schedules.
- Works with department heads and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks and equipment; conducting inventories, maintaining records and checking on receipts for such material.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Work with community groups such as advisory committees, etc.
- Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
- Counsels with students, parents and staff as necessary.
- Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.

- Performs such record-keeping functions as the principal may direct.
- Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
- Assists in monitoring the effect of school practices and their impact on student learning.
- Assists in providing conceptual guidance for teachers regarding effective classroom practice.

Minimum Education and Experience Required to Perform Essential Position Functions:

Master's degree with valid Tennessee teaching certification with administrator K-12 endorsement.

Minimum three years successful classroom teaching experience.

Knowledge of Job

Ability to communicate both orally and in written form to communities, supervisors and employees. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem-solving, planning, supervising, organizing and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign and supervise and review work of employees.

(ADA)MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY; Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE; Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under stress.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking- expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date