

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Position Title:** Virtual School Assistant Principal

**Department:** Instruction

**Date:** June 2024

**Reports to:** K-12 Virtual Principal

**Grade:**504B

**Days Per Year:** 210

**Purpose of Position:**

The purpose of this position is to assist the K-12 Virtual Principal with such routine duties which prevent the K-12 Virtual Principal from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the educational setting. Additionally, the Assistant Principal is responsible for facilitating the instructional planning and the implementation of grade appropriate content standards utilizing best technological practices for meeting the needs of all virtual learners.

**Essential Duties & Responsibilities:**

- Assists the principal in the overall administration of the virtual school.
- Serves as principal in the absence of the regular principal
- Works with department heads and faculty in compiling the annual budget requests
- Works with school counselors to develop a working schedule for each student
- Counsels with Technology Integration Coaches regularly to develop and maintain his or her own knowledge and proficiency of the technology and instructional platforms utilized in the virtual setting
- Monitors student attendance and participation in the virtual setting
- Implements interventions to assist students in being successful in the virtual setting
- Monitors and analyzes data to determine Tier 2 and Tier 3 interventions, tracks student progress and participates in data chats
- Coordinates regular grade level or content area instructional planning sessions
- Works directly with Curriculum Consulting Teachers and teachers to align instruction with the rigorous demands of the standards
- Facilitates regular data chats with special education teachers to ensure students are making progress toward IEP goals
- Serves as testing coordinator and schedules the administration of state and local assessments
- Facilitates planning for special education and general education teachers
- Assists in the delivery of staff development or specialized training for teachers or staff
- Monitors and analyzes data of local and state data to make instructional decisions
- Prepares and implements regular training and support for learning mentors and parents

- Requisitions supplies, textbooks and equipment; conducting inventories, maintaining records and checking on receipts for such material
- Coordinates distribution of student supplies based on the needs of the students and/or course
- Supervises and guides the virtual support staff to best meet the needs of students and support the overall operation of the school
- Cooperates in the conducting of safety inspections and safety drill practice activities for faculty and staff.
- Serves as the coordinator of all technology needs such as repairs, training, hotspots, etc.
- Work with community groups such as PTO, business partnerships, etc.
- Assists with conducting internet safety training for students and staff.
- Assists in maintaining discipline and in the virtual setting and deals with special cases as necessary.
- Counsels with students, parents and staff as necessary.
- 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
- Visit classrooms, observe and assist in evaluation of teachers and students at work
- 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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job,

requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;

- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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

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

**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).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**