

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

**Job Title:** CMCSS Principal Mentor

**Department:** Instruction

**Date:** November 2023

**Reports To:** Chief Academic Officer

**Grade:** Hourly Stipend

**Purpose of Job**

The Principal Mentor is tasked with providing individualized support to identified principals within the Clarksville-Montgomery County Schools. This role involves coordinating and facilitating targeted interventions and professional learning experiences to foster the growth and development of selected principals across multiple school locations. The Principal Mentor collaborates closely with the Chief Academic Officer and Level Director(s) to ensure that support for identified principals is both aligned and consistent.

**Essential Duties and Responsibilities**

- The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive.
- Provides professional development and individual support to principals via collaboration, communication, and effective coaching.
- Works closely with the Chief Academic Officer and Level Director(s) to ensure that individual support and feedback for identified principals are aligned to the school's priorities and the goals of the principal.
- Collaborates with the principal in reviewing an action plan and assists the principal in execution of the plan's outlined actions.
- Spends time in identified schools providing feedback and support to identified principals by observing instruction, data/school leadership/faculty/coaching meetings, PLCs, and daily school activities and providing support and feedback to the principal in the execution of his/her duties; partners with principal to identify specific areas to add capacity by taking on leadership responsibilities and modeling effective leadership practices.
- Coaches and assists identified principals with deep understanding and implementation of the district's academic systems framework and research-based instructional practices.
- Assists with the teacher and leader recruitment, development, and retention efforts at identified schools to ensure that highly effective teachers and leaders are serving students.
- Remain accessible to support principals either in person or through communication channels such as phone, text, or email, as per the mentee's preferences and needs.
- Performs other duties as assigned by an appropriate administrator or their representative.

**MINIMUM TRAINING AND EXPERIENCE**

- Masters Degree in Leadership or Administration required.
- Currently holds or previously held TN license with Administration Endorsement K-12
- Minimum of 3 years of school administrative leadership experience required.
- Leadership experience at school level resulting in improved academic performance preferred.

**SPECIAL REQUIREMENTS**

Must possess a valid state issued driver's license.

**KNOWLEDGE OF JOB**

Ability to work with adult learners. Masterful knowledge of curriculum and best practices and staff development strategies, leading to the successful development of new teachers. Ability to effectively communicate both orally and in writing. Must possess high-level interpersonal skills and solid leadership abilities to maintain effective relationships with school staff, supported population, and the public. Ability to maintain complete and accurate records. Ability to plan and evaluate strategies for new teacher development.

**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**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**