



Southern Avenue CHARTER SCHOOL

Assistant Principal

Job Highlights

<u>Qualifications</u>	<u>Responsibilities</u>
<ul style="list-style-type: none"> • Requires a TN Certification and/or Master's Degree in Educational Administration / Supervision from an accredited college or university. • TN Teaching Certification in Elementary and/or Secondary Education. • Requires 3 to 5 years of successful teaching experience with some demonstrated leadership experience. • An equivalent combination of training and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered (Examples: Adult Higher Education, MBA, Organizational Management, and Public Administrations). 	<ul style="list-style-type: none"> • Assists the Principal in overseeing the daily operations and administration of the school; assumes responsibilities of the Principal in his or her absence. • Assists the Principal in supervising assigned professional, para-professional, administrative and support staff members, including establishing staffing standards, organizing, selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares periodic employee performance evaluations. • Assists in the development and implementation of staff training and professional development. • Assists in planning and implementing school-wide programs, policies, goals, and objectives; ensures program and policy adherence to organizational standards and legal regulations. • Assists in ensuring that all school policies are effectively explained and implemented. • Assists in establishing and maintaining plans to accomplish school goals and school calendars / schedules. • Assists in the development of long-range facility needs as well as in the coordination of the safety and security of the school facility. • Serves as the school's Title I Curriculum Coordinator, coordinating and managing the Title I Program. Assists with the procurement of Title I equipment and supplies. • Assists in reviewing and evaluating the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate; establishes and maintains a system of school-wide textbook accountability. • Maintains high standards of student conduct and enforces discipline by Coordinating the R2B2(2) Program, complying with due process and rights of students. • Provides leadership for and supervision of extracurricular activities as assigned. • Coordinates special programs and events as assigned. • Receives and responds to inquiries, concerns, and complaints from teachers, students, and parents; works to resolve administrative, instructional and behavioral problems. • Prepares and maintains records and reports required by law, Board policies and administrative directives; ensures staff maintain assigned records and prepare required reports with accuracy and in a timely



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	<p>manner.</p> <ul style="list-style-type: none">• Assists in implementing the public relations program for the assigned school.• Assists in enforcing policies and procedures designed to protect the safety and welfare of students and staff while on campus.• Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.• Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to supervisor's accountability.• Performs various administrative/office duties as necessary, including preparing reports and correspondence, compiling information and data for reports, copying and filing documents, receiving and responding to e-mails.• With the Principal, represents the school at various professional and community meetings as appropriate.• Coordinates school programs and activities with those of other schools, agencies and organizations as appropriate.• Attends classes, training, conferences, workshops, and meetings as appropriate or necessary to maintain job knowledge and skills and/or required certifications.• Performs other related duties as assigned or directed.
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Job Descriptions

PURPOSE AND SCOPE:

With the Principal, assists in the overall administration of the school. The position is responsible for supervising assigned professional, paraprofessional, administrative and support personnel and assisting with the planning, implementation, and evaluation of all programs and operations essential to the operation of a responsive, effective and efficient instructional environment that provides maximum opportunity for student vocational growth and development. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

ESSENTIAL FUNCTIONS:

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.



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ESSENTIAL JOB FUNCTIONS:

1. Assists in overseeing the daily operations and administration of the school; assumes responsibilities of the Principal in his or her absence.
2. Supervises assigned professional, para-professional, administrative and support staff members, including establishing staffing standards, organizing, selecting or recommending selection, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.
3. Assists in the development and implementation of staff training and professional development programs and opportunities.
4. Assists in planning and implementing school-wide programs, policies, goals, and objectives; ensures program and policy adherence to organizational standards and legal regulations.
5. Assists in ensuring that all school and District policies are effectively explained and implemented.
6. Assists in establishing and maintaining plans and actions to accomplish school goals; establish school calendars and schedules.
7. Assists in the development of long-range facility needs; assists in coordinating safety and facility/grounds inspections at the school.
8. Coordinates and manages the Title I Program and Budget; assists with the procurement of Title I Equipment and Supplies. Serves as the school's Curriculum Coordinator.
9. Assists in reviewing and evaluating the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate; establishes and maintains a system of school-wide textbook accountability.
10. Assists in coordinating and implementing the Benchmark and/or TCAP Tests.
11. Maintains high standards of student conduct and enforces discipline as necessary by coordinating the R2B2(2) Program, complying with due process and rights of students.
12. Provides leadership for and supervision of extracurricular activities as assigned.



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13. Coordinates special programs and events as assigned.
14. Receives and responds to inquiries, concerns, and complaints from teachers, students, and parents; works to resolve administrative, instructional and behavioral problems.
15. Prepares and maintains records and reports required by law, Board policies and administrative directives; ensures staff maintain assigned records and prepare required reports with accuracy and in a timely manner.
16. Assists in implementing the public relations program for the school.
17. Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus.
18. Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.
19. Keeps the Principal informed of events and activities of an unusual nature as well as routine matters related to school's accountability.
20. Performs various administrative/office duties as necessary, including preparing reports and correspondence, compiling information and data for reports, copying and filing documents, receiving and responding to e-mails.
21. Represents the school at various professional and community meetings as appropriate.
22. Coordinates school programs and activities with those of other schools, agencies and organizations as appropriate.
23. Attends classes, training, conferences, workshops, and meetings as appropriate or necessary to maintain job knowledge and skills and/or required certifications.
24. Performs other related duties as assigned or directed.

MINIMUM QUALIFICATIONS:

Requires a Master's Degree in Educational Administration/ Supervision from an accredited college or university. State teaching certification. Requires 3 to 5 years of successful teaching experience with some demonstrated leadership experience. An equivalent combination of training and experience which provides the knowledge, abilities and skills necessary to perform effectively as an Assistant Principal. **(PROOF OF EDUCATION, TRAINING, AND/OR EXPERIENCE IS REQUIRED).**



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Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Can demonstrate knowledge of principles and practices of modern public elementary school education and an ability to apply them to the needs of the school;
- knowledge of current elementary education curriculum and instructional practices and trends;
- knowledge of public school organization and administration and the support activities required;
- ability to plan, organize, and coordinate both instructional and operational support activities;
- ability to plan and supervise the work of others;
- ability to develop effective working relationships with students, staff, and the community;
- ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT / WORK PERIOD

COMPLIANCE WITH REGULATIONS – The Assistant Principal is required to have on file a transcript of all college credits and TB Skin Tests every three (3) years. Date of last TB Test _____. As a condition of employment, the Assistant Principal will need current Covid-19 vaccination. A copy of Covid 19 vaccination card must be submitted and placed in the employee's file. If the Assistant Principal meets the qualifications for exemption of vaccination (i.e. religious/medical exemption), an exemption form must be completed accompanied by supporting documentation prior to acceptance of contract. The Assistant Principal will agree to Covid 19 Guidelines enforced by school and undergo routine Covid 19 Testing and Physical Examination prior to on boarding.

The Assistant Principal agrees to support the mission and philosophy of the school and to perform all duties in a professional manner and in compliance with any rules, regulations, and requirements established by the Board, as set forth in the Faculty Handbook, job description, and the Tennessee Framework of Education.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment; must be able to use hands and fingers.



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Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

Schedule / Hours: 12 Month Employee; School Hours.

Salary: Commensurate with credentials and experience.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Southern Avenue Charter School is an Equal Opportunity Employer. ADA requires SACS to provide adequate accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SACS does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex (including pregnancy), sexual orientation, gender identity, genetics, or age (40 or older).