**Murfreesboro City Schools**

**Assistant Principal**

**School Personnel**

**Revised on 07/03/2018**

**Credentials:** Must meet current Tennessee requirements for serving as the principal of an elementary school.

**Other Qualifications:** Must have a passion for student learning. Must be knowledgeable about research-based instructional practices and be able to use that knowledge to build the capacity of educators. Must be flexible in adapting to changing situations and circumstances. Must be able to analyze and use multiple forms of data to establish goals targeting student achievement and growth. Must be emotionally mature, confidential and work effectively and efficiently. Must be highly organized, productive, and passionate about the development of others. Must be a continuous learner who is creative, innovative, and able to build highly effective teams focused on student learning. Must relate well to children, teachers, parents, higher education, colleagues, the community and people with diverse backgrounds/knowledge/skills. Must represent the school and district well within the community and beyond. Must be able to follow and give directions, make decisions, demonstrate skills in group dynamics, analyze issues, problem solve, and create action plans. Must have good verbal and written communication skills. Must be a leader who is dedicated to development of the whole child, open communication, and collaboration.

**Physical Demands:** Must have and maintain physical, sensory, emotional, and mental abilities necessary for effective communication in person, in writing, and by telephone. Must have good memory, be able to organize thoughts and activities, do mathematical computations, and articulate clearly. Must be able to think and act quickly enough to provide for the safety of children and others. Must be able to work occasional nights and weekends, participate in occasional overnight travel, and provide own transportation during performance of duty. Must be able to appropriately handle stress.

**Essential Job Functions:** This person is the assistant chief executive officer and assistant chief academic officer of the school, and is responsible for working collaboratively with the principal to create and sustain highly effective instructional teams that increase student learning. This person assists other administrators, through collaboration with school level and district level professional learning communities and working with and supporting the Director of Schools, to increase the academic and personal success of each child within Murfreesboro City Schools. Other essential job functions include:

1. Model leadership that is collaborative, intentional, and purposeful.

2. Assist the principal with developing and/or sustaining a collegial environment where professional learning communities use their collective strengths, skills, and experience to improve classroom practice within their school and across the district.

3. Collaborate with educators to analyze and use multiple forms of data throughout the year to establish specific goals and strategies targeting student achievement, and to monitor and adjust progress toward those goals throughout the year so that continuous academic improvement occurs.

4. Observe all rules and regulations relative to the operation of public schools as established by law and contained in the Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education and required by other regulatory agencies, including local Board policies and directives of the Director.

5. Foster a safe, respectful, and orderly learning environment for all.

6. Assist the principal with supervising the operation and management of personnel and facilities.

7. Assist the principal in promoting the school and in strategically utilizing community resources and partners to support the school’s mission, vision, and goals.

8. Take measures to actively involve families in the education of their children.

9. Collaborate with others to induct, support, and grow/extend effective educators based on evidence of student and educator outcomes.

10. Maintain positive relations with students, staff, parents, Central Office, and community for the purpose of unifying efforts of all concerned.

11. Act as the principal during the absence of the principal.

12. Respond to emergency situations both during and after normal working hours.

13. Assist principal in responding to issues involving staff conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issues.

14. Assist principal in employee evaluations, 504 and IEP meetings, and other meetings and management responsibilities.

**Staff Relationship:** Reports directly to the School Principal.

**Terms of Employment:** Ten and one-half months. Salary and benefits negotiated annually by Board. Exempt.