



HUMAN RESOURCES

Curriculum and Instruction

ASSISTANT PRINCIPAL

Contract Days: 221

Salary: Teacher Salary Schedule, plus Assistant Principal Supplement

JOB SUMMARY AND OVERVIEW

The Assistant Principal is responsible for supporting the principal in conducting all academic programs as well as the business and daily operations of the school. The assistant principal supports the implementation of the policies defined by the Knox County Board of Education and upholds the Knox County Schools' standards and values at all times. The assistant principal will help achieve school alignment with the district's strategic plan, "*Excellence for All Children.*" The Assistant Principal may serve as the principal designee in his or her absence. The Assistant Principal reports to the appropriate principal, as assigned.

QUALIFICATIONS

- Valid Tennessee *professional* educator license with an administrative endorsement.
- Master's Degree or beyond in educational leadership/administration/supervision.
- Demonstrated record of performance that *exceeds expectations*.
- Technology acumen and proficiency including Microsoft Word, Microsoft Excel, internet-based applications, typing and word processing skills.
- Excellent communication skills and ability to articulate the vision and strategic mission the Knox County Schools and work collaboratively with principal, teachers, parents, community leaders, higher education partners, and others to continuously improve instructional excellence.

CORE COMPETENCIES

(Aligned with McREL's Balanced Leadership Framework® of 21 *Leadership Responsibilities.*)

Personal Leadership

- Assists in implementation of a vision of learning that includes high goals for student achievement and is shared and supported by the school community. Values, supports, and believes in high standards for all students across the spectrum of socio-economic demographics and academic potential.
- Holds self and others accountable for student learning. Demonstrates self-awareness and a commitment to continuous learning. Seeks out and acts upon performance feedback.
- Strategically aligns leadership behaviors with stated values and goals to drive required change. Assists in development of strategic plan with effective solutions. Adapts appropriately to situation, audience, and needs. Communicates clearly and appropriately for the audience and message.
- Supports a culture of integrity, fairness, and high ethical standards. Builds strong relationships based on mutual respect, trust, and empathy.
- Demonstrates emotional fortitude and perseveres in the face of obstacles. Innovative thinker with the capacity to develop creative and adaptive solutions that overcome objections and resistance.
- Actively seeks and uses new tools to extend student learning and relate to tangible, real-life applications.

Instructional Leadership

- Assists in maintenance of systems that promote learning, collaboration, and communication throughout the school.
- Assists in maintenance of school culture and practices that rely on data to inform adult learning, professional development, and decision-making.
- Supports *professional learning communities* to nurture and sustain a school culture and instructional program conducive to accelerated student achievement.
- Supports all assessment programs including TCAP/EOC, EXPLORE/PLAN/ACT, ThinkLink, etc. Demonstrates ability to understand and analyze data from multiple sources.
- Supports teachers in using effective instructional strategies to meet students' diverse learning needs.

Human Capital Management

- Assists in selection of highly effective teachers through robust screening and interviewing process and assists in recruitment.
- Supports improvement in classroom teaching by setting clear expectations and observing, and coaching teachers and staff in accordance with the Tennessee Educator Acceleration Model (TEAM). Obtains and maintains TEAM Observer certification through completing training and passing certification exam.
- Fosters teacher professional development through coaching and motivating.
- Helps to develop strong teams and leadership capacity among staff. Shares responsibilities appropriately. Recognizes, rewards, and celebrates hard work and outstanding results.
- Understands, supports, and promotes the Knox County Schools' strategic compensation system, APEX.
- Understands and upholds all personnel policies as outlined by the Board of Education, as well as state and federal EEO provisions.

Family and Community Engagement

- At principal direction, works collaboratively with staff, parents, students, district administration, higher education partners, and community personnel in leading, developing, communicating, and implementing education-related activities and objectives.
- Listens effectively to families, students, and the school community. Considers and responds to the input of stakeholders in a timely fashion. Assists with the recruiting, scheduling, and training of volunteers within the school.
- Works with guidance counselors, teachers, and other district staff to maintain a high level of youth development and student support services that align with academic goals, as dictated by student needs.
- Represents the school in public relations events, extracurricular activities, and team competitions, as applicable.

School Operations and Administration

- Supports and implements systems and processes to ensure effective operations that support student learning in a safe environment and minimizes distractions/interruptions to instructional time.
- Assists in upholding the safety, maintenance and administration of the school. Assists in planning and supervision of safety drills and emergency programs in coordination with security and custodial staff.
- Assists principal with supervision of student transportation, conduct, discipline, attendance, records and reports.
- Supports supervision and administration of extracurricular programs and school athletic programs, as applicable and directed by principal.