

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Position Title:** Elementary Assistant Principal      **Department:** Instruction

**Grade:** 101,102,103

**Days Per Year:** 210

**Date:** July 2009

**Reports to:** Building Principal

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**Purpose of Position:**

The purpose of this position is to assist the principal with such routine duties which prevent the principal from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.

**Essential Duties & Responsibilities:**

- Assists the principal in the overall administration of the school.
- Serves as principal in the absence of the regular principal.
- Works with department heads and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks and equipment; conducting inventories, maintaining records and checking on receipts for such material.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Work with community groups such as PTA, etc.
- Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services.
- Assists in maintaining discipline throughout the student body 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**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep

abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

#### **DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

#### **LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

#### **INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

#### **VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

#### **NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

#### **FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width and shape visually.

#### **MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

#### **MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, hand tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**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).

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date