

TENNESSEE SCHOOL FOR THE DEAF
JOB DESCRIPTION AND RESPONSIBILITIES

Assistant Principal

Qualifications:

- Master's Degree in Education
- Tennessee Teachers License - Professional
- Degree or Endorsement in Administration and Supervision
- Minimum of 3 years teaching and/or administrative experience
- Tennessee Driver's License and clean driving record

Knowledge, skills and abilities:

- Ability to navigate TN teacher evaluation process and meet requirement to be a certified TEAM evaluator
- Ability to use data to identify and provide academic and behavior supports needed by students and staff for meeting state and federal accountability and assessment requirements for students with disabilities
- Working knowledge of IDEA and special education law and policy in the state of TN
- Knowledge of and ability to navigate the performance management process component of Edison, the State of Tennessee's Enterprise Resource Planning (ERP) system.
- Effective skills in communicating with all stakeholders to maximize student learning outcomes.
- Ability to work collaboratively with a variety of stakeholder (including administrators, educators, students, parents and community members,) and utilize shared leadership to establish student centered goals, solutions, and outcomes in day to day school operations.
- Ability to establish and maintain effective working relationships with school administrators, parents, students, teachers, and support staff
- Ability to apply social systems theory and facilitate networking and referral to outside agencies to meet identified student/family support needs
- Conflict resolution skills
- Basic levels of proficiency in computer software/programs required to perform job duties
- Overall ability to communicate with diverse groups; maintain confidentiality; set priorities; work as part of a team; work with frequent interruptions; create a positive school climate for students, staff, and community; and adapt to changing work priorities

Reports to:

Director of Instruction

JOB GOAL

To assist building principal in improving the quality of teaching and student learning by planning, implementing and facilitating differentiated support to instructional staff to improve teacher effectiveness and student learning. To work collaboratively with principal to leverage educator strengths and stakeholder support and involvement to engage all students in meaningful and relevant learning.

Program Management:

- Teacher evaluation and classroom/instructional support
- Educational performance management process
- Assist principal in developing, implementing and evaluating the instructional program and staff development activities
- Involved with curriculum development
- Involved with professional development for instructional staff as well as personal professional development
- Assist in development of IEPs and participate in IEP meetings as required
- Assist in student disciplinary matters and help ensure a safe and orderly school
- Assist the principal in using school level data to support school improvement initiatives
- Assist principal in analyzing student achievement data to improve classroom instruction
- Participate in conferences with students, teachers, parents and other necessary stakeholders
- Coordinate parent involvement activities via need assessments and collaborative planning, to coordinate parent education and involvement activities
- Consult and collaborate with local education agency (LEA) staff to facilitate the process of getting identified student needs and assessments completed
- Coordinate school and state mandated student assessment systems, including ordering materials, scheduling testing sessions, preparing and returning tests materials and keeping parents informed on the assessment process from beginning to end
- Coordinate and facilitate school-wide tiered interventions and supports for academics and behavior (SWPBS)
- Assume responsibility of daily school management in absence of the principal
- Attend weekly collaborative leadership meetings to discuss departmental operations that have school-wide impact
- Prepare a wide variety of materials and files for the purpose of documenting activities, providing written reference, and/or conveying information
- Perform other duties as assigned

Working Conditions:

Light physical demand

Duties occasionally performed outside of school hours

Accessibility to instructional staff after school hours

Occasional overnight travel

Salary and Benefits:

- Salary will be determined by the Department of Education Teacher Salary Policy
- State provides benefits including medical, dental, vision, and life insurance, pension retirement, 401(k) match, employee assistance program, higher education discounts for self and children, PTO, and more.

The applicant selected for this position must complete full background checks including fingerprinting.

Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

How to Apply: Applications must be submitted by February 2, 2018

Applications and resumes can be sent to:

Lisa Collins – Director of Academic Affairs
2725 Island Home Blvd.
Knoxville, TN 37920
lcollins@tsd.k12.tn.us