



**Job Title:** *Assistant Principal*  
**FLSA:** *Exempt*

**Job Objectives:** Germantown Municipal School District's assistant principals specialize in all areas of daily operations and assist in implementing the system's strategic plan and vision of the school principal. Daily operations tasks could include school transportation, exceptional children services, school discipline, resource management, teacher performance and community area supervision.

**Minimum Qualifications:**

- Master's Degree
- Professional Tennessee Teaching License with an endorsement in Educational Administration/Supervision
- At least five (5) years of successful teaching experience
- Demonstrated leadership in an educational setting desirable
- Proficient in the use of computers to include word processing, database and spreadsheet applications
- Excellent oral and written communication skills
- Ability to establish and maintain cooperative-working relationships with those contacted in the course of work at all levels
- Ability to prepare clear, concise, accurate and complete reports including statistics
- Such alternatives as the Superintendent may find appropriate and acceptable

**Responsibilities and Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Provides leadership to insure understanding of and compliance with the educational objectives, policies, and procedures of the GMSD School System
- Assists the principal in the general administration of the school
- Assists the principal and faculty in the development and implementation of the School Improvement Plan
- Keeps abreast of developments in curriculum, instruction, and technology, and recommends their suitability for inclusion in the school's educational program
- Assists in the development of school and system professional development programs that will strengthen the instructional program
- Assists the principal and faculty in the interpretation of test and other pertinent data and the promotion of activities designed to improve student achievement
- Assists in general coordination of the special education program and serves as the principal's designee in IEP meetings as required
- Assists in the performance evaluation of faculty and staff under the direction of the principal
- Asserts leadership in time of emergency in accordance with established GMSD Board policy and procedures
- Improves professional skills and knowledge; assumes educational leadership roles; and performs duties in a professional, honest, and responsible manner
- Adheres to administrative regulations and directives
- Performs such other tasks and assumes such other responsibilities as the principal may assign
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**Skills and Abilities Required:**

- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary families.
- Understands the various school environments and commitment to improving student achievement.
- Works successfully alone or on a team.
- Makes decisions using data and technology.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Motivates, inspires, and moves teachers and students to action to achieve ambitious goals.

**Reports to:** School Principal

**Supervisory Responsibility:** Supervises staff and students in the classrooms, common areas, and extra-curricular events.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Standard school environment

***GMSD offers education and employment opportunities without regard to race, color, creed, national origin, religion, sex, disability, or age***