

TITLE**ASSISTANT DIRECTOR FOR ADMINISTRATION****QUALIFICATIONS**

1. Minimum master's degree in education
2. Tennessee certification 90 in addition to any administrative certification
3. Minimum five years recent supervisor/administrator experience preferred
4. Hamblen County residency required with position
5. Meets health and physical requirements

JOB GOAL

To assist the director of schools in providing leadership in developing and maintaining the best possible educational programs and services

ESSENTIAL FUNCTIONS

1. Expectation of attendance at school system events during school hours, in the evenings, and on weekends
2. Serves in close liaison with the director and acts for the director during his absence from the school system
3. Assists the director in the development of the budget in areas affected by staff development, textbooks, facilities, and curriculum
4. Serves as a member of the school board's negotiating team
5. Serves on various community service committees as deemed appropriate by the director
6. Works closely with the director and assistant director for curriculum and instruction in preparation of state reports
7. Oversees the following areas: technology (in conjunction with the director and assistant director for curriculum and instruction), food service, maintenance, transportation, and business/personnel
8. Oversees student athletics, residency, custody, and discipline issues
9. Coordinates school zoning
10. Oversees student discipline appeals and personnel appeals
11. Oversees school district safety and emergency management
12. Oversees capital improvements and building programs
13. Attends all regular supervisory staff meetings and meetings of the board of education as deemed appropriate
14. Performs other duties as assigned

PHYSICAL DEMANDS

The following physical demands may be required:

1. Talking
2. Hearing
3. Seeing

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to dealing with people beyond giving and receiving instruction
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: Ability to understand instructions and underlying principles; ability to reason and make judgments
2. *Verbal*: Ability to understand meanings of words and ideas associated with them
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables

WORK CONDITIONS

Normal working environment

TERMS OF EMPLOYMENT

1. 261-day contract
2. Assistant director salary schedule approved by board of education (3% above highest paid principal)
3. Benefits, travel, and per diem allowance the same as that of the director

IMMEDIATE SUPERVISOR

Director of Schools

GENERAL REQUIREMENT

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/99

Revised 11/2010

Revised 03/2015