

## Oneida Special School District

### Job Description

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**Position Title:** Assistant Principal

**Reports To:** Principal

**Job Goal:** To assist the principal in all the functions and operations of the school and to learn the role of the principal

**Term of Employment:** 11 Months

**Responsibilities: (Include but are not limited to)**

- Know and follow all school board policies.
- Assist the principal in any school function necessary.
- Maintain appropriate discipline and order of the student body.
- Provide specialized support for one or more targeted areas as assigned by the principal.
- Assist in the teacher evaluation process.
- Pursue opportunities for personal professional growth.
- Perform any and all other duties as assigned by the principal.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.
- Supervise attendance with attendance assistant.

**Qualifications:**

- Current Tennessee teaching license with the appropriate endorsements.
- Ability to interpret policies as related to job functions.
- Possess good oral and written communication skills.
- Proficient interpersonal skills.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position (e.g., lifting up to 50 pounds on a regular basis sitting for long periods of time, walking, seeing, standing for extended periods of time, etc.