

## Oneida Special School District

### Job Description

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**Position Title:** Assistant Director of Schools

**Reports To:** Director of Schools

**Job Goal:** To ensure the quality of educational practices including curriculum, instruction, and all other factors regarding academics, students and personnel.

**Term of Employment:** 12 Months

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

- Chief Academic Officer
- Director of Transportation
- Director of Federal Programs including:
  - Administration of all Federal Title Programs
  - Coordination of English Language Learner & Migrant Program
  - Coordination of Federal Civil Rights Programs
- Coordinate TASL, teacher licensure, and professional advancement
- Coordinate all professional development opportunities
- Coordinate district testing, curriculum, and textbook adoptions
- Coordinate teacher and administrator evaluations
- Coordinate substitute teacher orientation
- Coordinate all school/district improvement plans (ePLan)
- Coordinate all school/district monitoring (Federal) & accreditation (AdvancEd)
- Attend all required professional development
- Any other duties assigned by the Director of Schools

#### **Qualifications:**

- Current & valid Tennessee teaching license
- Current & valid Tennessee administrator license
- School-level administrative experience (*preferred, but not required*)
- Knowledge of the Tennessee Curriculum Framework
- In-depth understanding of classroom pedagogy



- Ability to interpret policies related to the district and schools
- Ability to write and communicate fluently and effectively
- Ability to establish and maintain effective working relationships with others
- Ability to perform basic physical duties associated with the position