

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

TSDK Assistant Principal – Upper School

Description: Assistant Principal will support an academic program that exemplifies excellence and equity such that all students will be equipped with the knowledge and skills to successfully make decisions and determine their own life path.

Qualifications:

- Valid Tennessee professional educator license with an administrative endorsement or demonstrated progress toward this endorsement
- Master's Degree or beyond in educational leadership/administration/supervision
- Degree in Deaf Education and/or working knowledge in the area of the deafness, hard of hearing, and special populations
- Sign Language SLPI level of Advanced or higher
- Demonstrates a deep understanding of the unique challenges associated with educating students who are deaf/hard of hearing.
- Previous administrative and/or supervisory experience preferred
- Demonstrated record of performance that exceeds expectations
- Technology acumen and proficiency including Microsoft Word, Microsoft Excel, internet-based applications, typing and word processing skills

Terms of Employment: Full-Time 11-month teacher contract.

Essential Duties and Responsibilities: *These are not exclusive or all-inclusive. Other duties may be required and assigned.*

- Works with the Lead Principal to develop, articulate, and implement a vision of learning that includes high goals for student achievement that are shared and supported by the school community. Values, supports, and believes in high standards for all students across the spectrum of socio-economic demographics and academic potential
- Articulates the vision and strategic mission the Tennessee School for the Deaf and works collaboratively with the Lead Principal to support teachers, parents, community leaders, higher education partners, and others to continuously improve instructional excellence.
- Listens effectively to families, students, and the school community. Considers and responds to the input of stakeholders in a timely fashion
- Strategically aligns leadership behaviors with stated values and goals to drive required change. Develops strategic plan with effective solutions.
- Supports a culture of integrity, fairness, and high ethical standards. Builds strong relationships with teachers that is based on mutual respect, trust, and empathy.
- Supports systems and programs that promote learning, collaboration, and communication throughout the school.
- Conducts and manages IEPs, insuring communications with parents are timely and accurate and that goals, objectives and benchmarks are appropriate and effectively addressed.
- Manages student behavior and student scheduling.
- Supports teachers in using effective instructional strategies to meet students' diverse learning needs.

- Supports classroom teaching by working with the Lead Principal by setting clear expectations and observing, coaching, and evaluating teachers and staff in accordance with the Tennessee Educator Acceleration Model (TEAM). Obtains and maintains TEAM Observer certification through completing training and passing certification exam.
- Understands and upholds all personnel policies as outlined by the State Department of Education, as well as state and federal EEO provisions.
- Completes reports and plans for the CTE department.
- Supports the safety, maintenance and administration of the school. Helps manage safety drills and emergency programs in coordination with security and facilities staff.
- Manages and oversees student conduct, discipline, attendance, records and reports with staff assistance.
- Participates in and supports the supervision and administration of extracurricular programs and school athletic programs with staff assistance, as applicable.
- Performs other duties as assigned.

KSA's:

- Strong organizational skills
- Excellent communication skills, adapting appropriately to audience and message
- Knowledge of best practices in the areas of responsibilities
- Knowledge of statutory and regulatory requirements in areas of responsibility
- Manage and organize multiple projects simultaneously
- Ability to make student centered decisions
- Ability to establish collaborative relationships with all stakeholders
- Holds self and others accountable for student learning
- Demonstrates self-awareness and a commitment to continuous learning
- Seeks out and acts upon performance feedback

Benefits: Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found here [Benefits Link](#).

Salary: Assistant Principal salary is based on Teacher Salary contract. Additional Assistant Principal supplemental will also be included in accordance with the 2019-2020 SSS Salary Policy.

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.