



WCS Online 9-12 Assistant Principal



Job Overview

The job of WCS Online 9-12 Assistant Principal was established for the purpose(s) of providing support to the instructional process with specific responsibility for directing assigned programs and services at a secondary school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to the WCS Online 9-12 Principal.

Job Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Facilitates the development, communication, implementation, and evaluation of quality learning for the purpose of enhancing excellence, equality, and equity for staff and students.
- Implements policies, procedures, and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district, and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth, and achieving overall objectives of school's curriculum.
- Performs other related duties as assigned by the Principal for the purpose of ensuring the efficient and effective functioning of the work unit.

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Working Environment

This role is located in a WCS building, the WCS Online Assistant Principal's home or from another district-approved site. This job is performed in a generally clean and healthy environment.

Generally, the job requires 95% sitting, and 5% standing and walking.



Physical Requirements: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity.

The WCS Online work schedule may at times flex outside of traditional staff hours to support the needs of the school.

Qualifications

Minimum experience: Job related experience with increasing level of responsibility.

Minimum education: Master's degree.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to plan and manage projects; use pertinent software applications; prepare and maintain accurate records; plan and manage various tasks; and administer personnel policies.
- Knowledge of assessment tools; pertinent laws, codes, policies, and/or regulations; personnel processes; bookkeeping principles; and concepts of management and supervision.
- Ability to communicate with diverse groups; maintain confidentiality; set priorities; work as part of a team; work with frequent interruptions; create a positive school climate for students, staff and community; and adapt to changing work priorities.

Required Testing: None Specified

Continuing Education/Training: Maintain Certification

Required Certificates and/or Licenses: Administration Certification

Clearances: Criminal Justice Fingerprint/Background Clearance; Proof of Tennessee Residency

FLSA Status: Exempt

Employee Type: Certified

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