

TITLE**Deputy Director of Schools****QUALIFICATIONS**

Master's degree or higher in Educational Administration/Leadership or related area;
Valid Tennessee Administrator's License;
Currently employed by Franklin County Schools for a minimum of five (5) or more years as an Administrator or Principal;
Knowledge of state and federal education laws and guidelines; and
Knowledge of public/school finance, including compliance issues.

JOB GOALS

To support the Director of Schools to ensure the district's mission and goals are met;
To operationalize the district's strategic plan;
To guide faculty and staff in maintaining high standards;
To lead in growth and sustainability planning and implementation; and
To continue building internal and external relationships to promote Franklin County Schools.

ESSENTIAL FUNCTIONS

- Assist with the evaluation and support of school administrators;
- Assist in budget planning;
- Serve as the Director's designee in his absence; and
- Perform other duties as assigned by the Director of Schools.

The person named to serve in this position will continue to serve in his/her current role; performing all required duties and responsibilities, thereof, but he/she will additionally assist the Director of Schools as described above.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to ten (10) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. 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.
5. Good public speaking skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Prior curriculum and staff development experience
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm

CAPACITY AND ABILITY REQUIREMENTS

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

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the 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.

Required to work 240 days; the normal work hours are from 8:00 am until 4:00 pm,

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11.590 p.m.).

GENERAL REQUIREMENTS

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.