

**Job Title:** Deputy Director of Schools

**FLSA Exemption Status:** Exempt

**Term:** 251 Days

**Minimum Qualifications:**

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

**Job Objectives/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.

**Responsibilities and Essential Functions:**

1. Assist with the evaluation and support of school administrators;
2. Assist in budget planning;
3. Serve as the Director's designee in his absence; and
4. 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.

**Skills and Abilities Required:**

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.

**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

**Reports To:** Director of Schools

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

