Definition of Class
This is a supervisory position in which the incumbent, as part of a program instituted by Barksdale Reading Institute, provides support to an elementary school principal. The incumbent assists the principal with operations of the school including personnel management, curriculum, programs, grading, testing, student discipline, scheduling and professional development. Position reports directly to the Principal.

Examples of Work Performed
Assists the principal in recruitment, selection and assignment all staff positions in the elementary school.
Assists the principal in supervision and evaluation of staff, to include teachers, assistant teachers, office staff, cafeteria staff, and custodial employees.
Assists the principal in the professional growth, cooperation, and self-development of the school staff.
Assists the principal in selecting literacy, math, social studies, science, history, and other programs and materials used at the school, subject to state law and school district policy.
Assists the principal with the development of school’s policies regarding promotion, retention, professional development, grading and report cards.
Assists the principal with the selection of summative or diagnostic student assessments used.
Assists the principal in scheduling district nine-week MCT2 test preparation schedules, or similar tests.
Assists the principal in making decisions related school discipline policies and procedures.
Assists the principal in developing schedules for daily instruction, required daily attendance, after school and summer programs.
Promotes Barksdale Reading Institute goals and priorities.
Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides support to the principal of an elementary school, in areas which may include personnel, curriculum, programs, grading, testing, student discipline, scheduling and professional development.

2. Assists the principal with development and implementation of practices and policies to strengthen the performance of the school and the district.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not
have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may occasionally be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is occasionally required to stand; walk; and sit.

**Experience/Educational Requirements:**

- **Education:**
  Master’s Degree from an accredited college or university in Educational Administration/Leadership or related field.

- **Experience:**
  Three (3) years of teaching experience.

- **Licensure:**
  Current Mississippi Administrator License, or the ability to transfer license from another state, per requirements defined by the MS Department of Education.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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