

Assistant Principal Job Description

The Rock Academy seeks an **Assistant Principal** who thoroughly understands school operations and demonstrates strong organizational, communication, and interpersonal skills. This role is integral to ensuring the smooth coordination of campus support operations, the effective application of curriculum and instructional knowledge, and the continuous evaluation of instructional programs and teaching effectiveness. The Assistant Principal will also assist with budgeting processes, personnel management, campus function coordination, and policy implementation. This role involves interpreting data to inform decisions and fostering strong public relations within the school community.

Performance Responsibilities

Instructional Management

- Manage school activities and staff, including teachers, and all academic support personnel.
- Establish and oversee class schedules to ensure efficient operation.
- Develop, implement, and maintain curriculum standards.
- Counsel and discipline students to support their personal and academic growth.
- Participate in the development and evaluation of educational programs.
- Encourage and support innovative instructional programs, assisting teachers with pilot initiatives as appropriate.
- Conduct classroom observations and evaluate teacher performance.

School/Organizational Climate

- Promote a positive and caring climate for learning.
- Address and resolve sensitive issues fairly, respecting diverse cultural backgrounds.
- Communicate effectively with students, staff, and parents to encourage community involvement.
- Address and manage student disciplinary concerns equitably.

School/Organizational Improvement

- Collaborate on campus improvement plans with staff, parents, and community members.
- Assist the principal in developing and using information systems to track and analyze academic progress on performance objectives and graduation requirements.

Personnel Management

- Observe employee performance, record observations, and conduct evaluation conferences.
- Assist the principal in interviewing, selecting, and orienting new staff members.

Administration and Fiscal/Facilities Management

- Assist in planning daily school activities, including class schedules, teacher assignments, and extracurricular activities.
- Monitor student attendance and collaborate with the Director of Operations on day-to-day functions.
- Work with faculty to identify and address program needs.
- Requisition supplies, textbooks, and equipment; manage inventory and records, and verify receipts.
- Assist school safety-drills..
- Ensure compliance with federal and state laws, State Board of Education rules, and TRA school policies.

Student Management

- Ensure adequate supervision of students during non-instructional periods.
- Develop and oversee a student discipline management system that fosters positive behavior.
- Ensure consistent and equitable enforcement of school rules and student discipline policies.
- Conduct conferences with parents, students, and teachers to address school-related issues, IEP's, and SEL check-ins.

Other Responsibilities

- Promote the school's mission and vision to the broader community.
- Share supervisory responsibilities for professional staff with the school principal.
- Address school-community needs and initiate programs to meet those needs.
- Maintain emotional control under stress.
- Handle frequent interruptions effectively.
- Travel occasionally for job-related responsibilities.
- Work occasional prolonged and irregular hours.
- Engage in professional development opportunities to improve skills relevant to job responsibilities
- Perform other duties as assigned.

Terms of Employment

- Contract Duration: 200 days per school year (180 days for students).
- Salary and School Year Calendar: Determined by administration.

How to Apply:

Interested candidates may apply by clicking on this [application link](#) or by submitting a résumé, cover letter, and three professional references to help@therockacademynashville.org. Selected candidates will be contacted for a formal interview.

Join us in making a difference and empowering students to achieve their full potential!



About The Rock Academy:

The Rock Academy is committed to fostering educational excellence and empowering students through innovative programs and support services. We aim to prepare students for meaningful careers and a lifetime of success by combining rigorous academics with real-world experiences. The Rock Academy became the first Opportunity Public Charter School in Tennessee, created specifically to serve opportunity students in grades 9–12. The school design is specifically for youth who have been chronically absent from school and/or involved in foster care or juvenile justice systems. We are slated to open August 2026 in the Antioch area.

Equal Employment Opportunity

The Rock Academy is an equal opportunity employer and is committed to building a diverse and inclusive workforce. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, military/veteran status, or any other protected characteristic. We strongly encourage candidates from all backgrounds to apply.

This job description is in compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be assigned by the Administrator.