

Assistant Principal Job Description



Job Title: Assistant Principal

FLSA: Exempt

Reports to: Principal

Pay Grade: Varies

Dept./School: Assigned Campus and Level

Calendar Days: 215/226

Contract: Probationary/Term

Revised: 2.15.22

Primary Purpose

Direct and manage assigned areas of instructional program and supervise operations at the campus level. Oversee assigned student activities and services.

Qualifications

Education/Certification:

- Master's degree in educational administration or a field appropriate to assignment from an accredited college or university
- General qualifications of a teacher and principal, administrators, mid-management, or other appropriate Texas certificate
- Certified appraiser for the Texas Teacher Evaluation and Support System (T-TESS) or must be obtained within 3 months of start date
- Advancing Educational Leadership (AEL) certificate or its equivalent Instructional Leadership Development (ILD or ILT) or must be obtained within 3 months of start date

Special Knowledge/Skills:

- Bilingual fluency (English/Spanish) preferred in some settings
- Exceptional interpersonal and communication (written and oral) skills
- Leadership, management, and organizational skills
- Knowledge of campus operations
- Experience with diverse population preferred
- Ability to evaluate instructional program and teaching effectiveness
- Ability to implement policy and procedures
- Ability to interpret data

Experience:

- Minimum three (3) years successful experience as a teacher
- Proven success in improvement of student outcomes

Major Responsibilities and Duties

Instructional Management

1. Encourage the development of innovative instructional programs; support development of instructional programs, helping teachers implement district initiatives
2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management

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3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process
4. Work in collaboration with key instructional leaders to improve and support instruction
5. Plan activities and implement programs to support the school's mission and vision
6. Coordinate events and demonstrate involvement in a variety of extra-curricular activities if applicable
7. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators
8. Monitor instructional processes to accomplish Campus Improvement Plan Goals to improve learning

Student Management

9. Work with faculty and students to develop a student discipline management system that results in positive student behavior, enhances the school climate, and addresses at-risk students.
10. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook
11. Conduct conferences about student and school issues with parents, students, and teachers
12. Ensure that students are adequately supervised during non-instructional periods
13. Enhance students' social, emotional, behavioral, and academic achievement
14. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues

Personnel Management

15. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for designated teacher appraisal system
16. Assist principal in interviewing, selecting, and orienting new staff
17. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals, recognizing them for efforts and achievements

School/Community Relations

18. Articulate the school's mission to community and solicit its support in realizing the mission
19. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement

Professional Growth and Development

20. Use action plan information for self-directed improvement

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- 21. Take an active interest in professional organizations to promote improvement
- 22. Engage in professional development activities to improve leadership effectiveness

Other

- 23. Coordinate operational support services such as transportation, custodial, grounds maintenance, security systems, building use and rental, and cafeteria to best meet campus needs and provide an orderly, safe, and secure environment. Provide for regular inspections of classrooms
- 24. Perform other duties as assigned by the school principal

Supervisory Responsibilities

Supervision of assigned staff

Evaluation

The assistant principal's evaluation is a responsibility resting with the school principal. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.