

CLEVELAND

INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	HS Assistant Principal - Operations	STATUS:	Exempt
REPORTS TO:	Principal or Designee	TERMS:	220 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AD6

PRIMARY FUNCTION

Supervise and coordinate the logistical activity in support of educational programs, school health, school safety, transportation, and other assigned activities to meet operational excellence.

QUALIFICATIONS

Education/Certification:

Master's degree

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

Special Knowledge/Skills:

Knowledge of campus operations

Working knowledge of curriculum and instruction

Ability to evaluate the instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent organizational, communication, and interpersonal skills

Ability to interpret, analyze, and use information in various problem solving activities, including but not limited to room allocation, scheduling, and budgeting

Ability to work collaboratively with other decision makers and community members

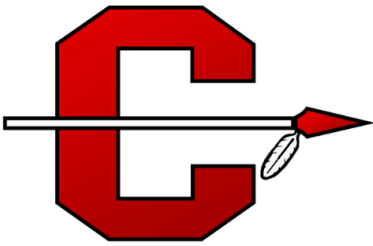
Ability to communicate well in both written and oral form

Experience:

Two years experience as a classroom teacher

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.



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ESSENTIAL JOB FUNCTIONS:

1. Serve as the first administrative touchpoint for behavioral and discipline matters; coordinate and partner with the Principal or other Assistant Principals as needed for all levels of discipline, interventions, and investigations.
2. Observes and evaluates teachers in their classrooms upon request of the Principal, and offers insights for the enhancement of the teaching-learning situation.
3. Assists the Principal in the overall administration of the school.
4. Supervises and helps coordinate safety inspections and safety drills.
5. Collects data and provides reports as directed by the Principal.
6. Foresees potential logistical problems and proactively addresses them.
7. Evaluates the school's physical and logistical needs and provides recommendations.
8. Assist in the development of school registration and residency matters.
9. Coordinate transportation, custodial, cafeteria, and other support services.
10. Facilitates concerns of parents, students and staff related to custodial, cafeteria or pupil transportation.
11. Assists in recruitment, screening, hiring, training and assigning of department personnel.
12. Maintain confidentiality.
13. Reliable attendance and punctuality.
14. Follow district safety protocols and emergency procedures.
15. Participate in staff development activities to improve job-related skills.
16. Comply with state, district, and school regulations and policies.
17. Attend and participate in faculty meetings and serve on staff committees as required.
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
19. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

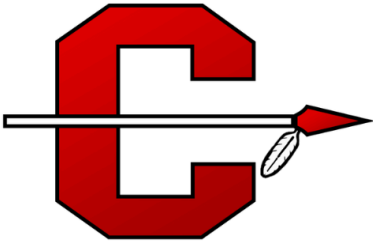
Lifting: Occasional light lifting and carrying (less than 25 pounds)

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

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.



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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date