



LIBERTY HILL ISD

# Office of Human Resources

## Job Description: Assistant Principal

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**Job Title:** Assistant Principal ES, MS, HS

**FLSA Status:** Exempt

**Reports to:** Campus Principal

**Funding Source:** Local

**Dept/Campus:** Designated Campus

**Pay Grade:** Campus Admin 503 and 504

**Date Revised:** November 2023

**Service Calendar:** 207 ES, 207 MS, 217 HS

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## PROFILE OF A LIBERTY HILL ISD EDUCATOR

Liberty Hill Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

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## PRIMARY PURPOSE

The Assistant Principal aids in directing instructional programs and managing campus operations, ensuring a secure and effective learning environment. This role encompasses administrative support, instructional leadership, curriculum oversight, and personnel supervision. Additionally, the Assistant Principal ensures compliance with district policies and the overall success of educational and campus activities.

## QUALIFICATIONS

### Experience

- Minimum of three years teaching experience.

### Education/Certification

- Master's degree from an accredited university.
- Texas principal or other appropriate Texas certificate.
- Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser.

### Knowledge/Skills/Abilities

- Knowledge of and involvement in curriculum and instruction.
- Skills in organization; communication; and interpersonal relations.
- Skill in directing the work of others.
- Knowledge of Texas Education Agency rules, regulations, and procedures.
- Knowledge of acceptable human resource/supervisory practices and principles.
- Skill in analyzing complex information.
- Ability to coordinate campus support operations; coordinate campus functions; evaluate instructional programs and teacher effectiveness; implement policies and procedures; interpret data; manage budget and staff; manage multiple priorities and projects; and use computer and application software.



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### MAJOR RESPONSIBILITIES AND DUTIES

#### Instructional Management

- Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.
- Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
- Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.

#### School/Organizational Improvement

- Take a leadership role in planning activities and implementing programs to ensure the attainment of the school's mission.
- Participate in development of campus improvement plans with staff, parents, and community members.
- Help the principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.
- Implement processes and systems focused on growth for all students.

#### Student Management

- May act as campus behavior coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.
- Ensure that students are adequately supervised during non-instructional periods.

#### Administration and Fiscal/Facilities Management

- Oversee campus operations in the principal's absence.
- Take a leadership role in planning and scheduling of daily school activities, including the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
- Work with department heads and faculty to compile annual budget requests based on documented program needs.
- Requisition supplies, textbooks, and equipment and monitor and maintain inventory in accordance with district procedures.
- Coordinate operational support services such as transportation, custodial, and cafeteria to best



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meet campus needs.

- Comply with district policies, state and federal laws, and regulations affecting schools.

### Personnel Management

- Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for the designated teacher appraisal system.
- Assist principal in interviewing, selecting, and orienting new staff.

### School/Community Relations

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

### Other

- Follow district safety protocols and emergency procedures.
- Demonstrate behavior that is professional, ethical, and responsible.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.

## SUPERVISORY RESPONSIBILITIES

- Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, administrative assistants, and others as assigned.

## MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- **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); occasional physical restraint of students to control behavior.
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.



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***The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.***

Employee Name (printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_