

JOB TITLE: Assistant Principal, Elementary

STATUS: Exempt

REPORTS TO: Principal

TERMS: 210 Days/Contract

DEPARTMENT: Campus Assigned

PAY GRADE: AE105

PRIMARY PURPOSE:

Assist the school principal in the overall administration of the instructional program and operations at the campus level. Coordinate assigned student activities and services.

QUALIFICATIONS:

Education:

Master's degree

Mid-Management Certificate or Principal Standard Certificate

Certified Appraiser in Texas Teacher Evaluation & Support System (T-TESS)

Certified in Instructional Leadership Development (ILD) or Advancing Educational Leadership (AEL)

Valid Texas Teaching Certificate

Special Knowledge/Skills:

Thorough understanding of school administrative operations

Ability to explain policy, procedures, and data

Strong communications, public relations, interpersonal and organizational skills

Ability to multitask

Other qualifications deemed necessary by the Board

Experience:

Three years' experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES:

1. Participate in the development and evaluation of educational programs.
2. Encourage and support the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
3. Facilitate the use of technology in the teaching/learning process.
4. Participate in collaborative processes to develop campus improvement plans with staff, parents, and community members.
5. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus performance objectives for each student group.
6. Observe employee performance, record observations, and conduct evaluation conferences with staff; serves as an appraiser in the Texas Teacher Evaluation & Support System (T-TESS).
7. Assist the principal in interviewing, selecting, and orienting new staff.

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8. Assist in the administration of the daily organization of the school including class scheduling, teacher assignments, and extracurricular activities.
9. Work with department heads and faculty in compiling annual budget requests based upon documentation of program needs.
10. Requisition supplies, textbooks, and equipment; conduct inventories; maintain records; and verify receipts for such materials.
11. Cooperate in the conducting of safety inspections and safety drill practice activities.
12. Coordinate transportation, custodial, cafeteria, and other support services.
13. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
14. Coordinate and provide adequate supervision of students during non-instructional periods.
15. Provide input to develop a student management system that results in positive student behavior.
16. Ensure school rules are uniformly observed, and student discipline is appropriate and equitable.
17. Articulate the school's mission to the community and solicit its support in realizing the mission.
18. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
19. Supervise operations in the absence of the principal.
20. Perform other duties as assigned.

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 including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying 15-45 pounds

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions, ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date

9/20/2024