

Pflugerville Independent School District - Job Description

Job Title/Position:	Assistant Principal	Department/School:	Schools
Pay Information:	Educational Leadership Compensation Plan	Supervised By:	Campus Principal
FLSA:	Exempt	Date Revised:	December 2021

Primary Purpose:

Assist the school principal in overall administration of instructional program and campus level operations. The assistant principal will use leadership, supervisory, and administrative skills to promote the educational development of each student in the assigned building.

Minimum Qualifications (Experience/Education/Certification):

Master's degree; Texas Principal's Certificate or equivalent; two (2) years' experience as a classroom teacher. Upon hire: Certified Texas Teacher Evaluation and Support System (T-TESS) and Advanced Educational Leadership (AEL) required.

Major Responsibilities:

1. Participate in development and evaluation of educational programs.
2. Participate in the development and facilitation of professional development activities and staff meetings
3. Monitor assigned instructional programs; encourage and support development of innovative instructional programs.
4. Promote the use of technology in teaching/learning process.
5. Promote a positive, caring, and supportive climate for learning and instruction.
6. Observe employee performance, record observations, and conduct evaluation conferences using T-TESS and other identified evaluations.
7. Assist principal in interviewing, selecting, and orienting new staff.
8. Supervise operations in principal's absence.
9. Assist in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
10. Supervise reporting and monitoring of student attendance.
11. May serve as assessment coordinator and/or assist with student assessments.
12. Work with department heads and faculty to compile annual budget requests; requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
13. Ensure students are adequately supervised during non-instructional periods.
14. Assist in developing and maintaining a student discipline management system that results in positive student behavior.
15. Ensure that school rules are uniformly observed and student discipline is appropriate and equitable; conduct conferences on student and school issues with parents, students, and teachers.
16. Participate and facilitate ARD, 504, LPAC, and other meetings as necessary.
17. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
18. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of curriculum and instruction
- Knowledge of acceptable supervisory practices
- Skill in communicating effectively with others
- Skill in effectively managing a classroom and student behavior
- Skill in modifying instruction for various student needs
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers
- Skill in working with computer tools, including but not limited to, email, internet, word processing and spreadsheets
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

Supervises professional, paraprofessionals, and other support/campus personnel/ staff.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; work regularly requires work outside the normal work week; must be able to push, pull, lift, and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____