



## Job Description

<b>Position Title:</b>	Assistant Principal, Early Childhood
<b>Job Title:</b>	Assistant Principal
<b>Function:</b>	District Management
<b>Family:</b>	Campus Administration

<b>Reports to:</b>	Campus Principal	<b>Pay Grade:</b>	AP01
<b>Terms of Employment:</b>	<ul style="list-style-type: none"> <li>• 230 days per year.</li> <li>• Probationary/Administrator employment agreement.</li> <li>• Salary is on the SAISD Assistant Principal Pay for Performance Plan.</li> <li>• Entry salary is at \$82,000.00 with consideration for directly related experience.</li> </ul>	<b>FLSA Classification:</b>	Exempt
<b>Funding Source:</b>	This position is locally funded.		

### Job Scope

Oversees daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

### Position Summary

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

### Essential Functions / Key Responsibilities

1. Participate in the development, management, and evaluation of instructional programs, including magnet programs, as related to student achievement data.
2. Supervise campus operations in principal's absence.
3. Ensure that students are adequately supervised during non-instructional periods.
4. Implement a student management system that results in positive student behavior.
5. Ensure that school rules are uniformly observed, and student discipline is appropriate and equitable.
6. Conduct conferences on student and school issues with parents, students, and teachers.
7. Assist with master schedule development and allocation of resources.
8. Participate in development of campus improvement plans with staff, parents, and community members.
9. Assist with the planning/administration of daily school activities including class schedules, attendance monitoring, teacher assignments, and extracurricular activity schedule.
10. Assist with safety inspections and safety-drill practice activities.
11. Assist principal with the evaluation of faculty and staff as assigned.
12. Assist principal with interviewing, selecting, and orienting new staff.
13. Responsible for identifying community and school needs; develop and implement activities to meet those needs.



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14. Responsible for coordinating school-wide outreach to encourage family and community engagement.
15. Stay abreast of and comply with state, district, and campus policies affecting schools, including UIL rules, daily attendance, punctuality, and confidentiality.
16. Attend and participate in faculty meetings and serves on staff committees as required.
17. Participate in district and campus staff development programs that improve job related skills and professional growth.
18. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- Valid Texas Standard Principal or Mid-Management certificate OR enrolled in an Alternative Principal Certification program and meets the requirements for an Intern or Probationary certificate.
- 10 years of relevant experience to include:
  - 3 years teaching
- 2+ years of progressive leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated knowledge of general principles, practices and techniques of family and community engagement that increase parental involvement and directly impact student achievement.
- Excellent ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community.
- Excellent interpersonal skills and the ability to work successfully with families of district students, the community at large, as well as all levels of district employees in a collaborative manner.
- Demonstrated ability to maintain strict confidentiality.
- Ability to promote the use of technology in teaching/learning process.
- Ability to promote a positive, caring climate for learning.
- Ability to interpret data and address needs of school and community.
- Ability to problem solve, think critically, and manage conflicts.

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:



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- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### **Supervisory Responsibilities / Direct Reports**

- Share supervisory responsibility for professional staff with school principal.
- Supervise teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

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

Date: \_\_\_\_\_