

Job Title: Assistant Principal	Wage/Hour Status: Exempt
Reports to: Principal	Pay Grade: Exempt Scale
Dept/School: Assigned Campus	Days: Varies
Date Revised: January, 2011	Job Code: B101, B102, B103, B104

Primary Purpose:

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

Education / Certification:

1. Master's degree.
2. Texas assistant principal or other appropriate Texas certificate.
3. Certified Professional Development and Appraisal System (PDAS) appraiser.

Special Knowledge / Skills:

1. Thorough understanding of school operations.
2. Strong organizational, communication, and interpersonal skills.
3. Ability to coordinate campus support operations.

Experience / Other Requirements:

1. Three years of experience as a classroom teacher.
2. Personal cell phone is required to handle district related business, including after hours, or when away from the office on district business.

Major Responsibilities and Duties:

Instructional Management

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.

School/Organizational Climate

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.

6. Communicate effectively with students and staff.

School/Organizational Improvement

7. Participate in development of campus improvement plans with staff, parents, and community members.
8. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

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

Administration and Fiscal/Facilities Management

11. Supervise operations in principal's absence.
12. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
13. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow up investigations.
14. Work with department heads and faculty to compile annual budget requests based on documented program needs.
15. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
16. Assist with safety inspections and safety-drill practice activities.
17. Coordinate transportation, custodial, cafeteria, and other support services.
18. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

19. Ensure that students are adequately supervised during non instructional periods.
20. Help to develop a student discipline management system that results in positive student behavior.
21. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
22. Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

23. Participate in professional development to improve skills related to job assignment.

School/Community Relations

24. Articulate the school's mission to community and solicit its support in realizing mission.

- 25. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 26. Use appropriate and effective techniques to encourage community and parent involvement.
- 27. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
- 28. Perform other duties as assigned.

Supervisory Responsibilities:

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

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Maintain emotional control under stress.
- 2. Work with frequent interruptions.
- 3. Occasional district wide travel.
- 4. Occasional prolonged and irregular hours.

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

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____