



Alvin Independent School District—Job Description

Job Title:	Assistant Principal - Secondary	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	AP PG6/11 months
Dept./School:	Assigned Campus and Level	Date Revised:	December 2025

Primary Purpose:

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

Qualifications:

Education/Certification:

Master's degree from accredited university.
Texas principal or Principal certificate.
Certified appraiser in Texas Teacher Support and Evaluation System (T-TESS).
Valid Texas teaching certification.

Special Knowledge/Skills:

Knowledge of campus operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

Three years' experience as a classroom teacher

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.



Alvin Independent School District—Job Description

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.
9. Assess and respond to needs related to job responsibilities.

Personnel Management

10. Observe employee performance, record observations, conduct evaluation conferences, and develop improvement goals as needed.
11. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

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

Student Management

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



Alvin Independent School District—Job Description

Professional Growth and Development

25. Demonstrate behavior that is professional, ethical and responsible.
26. Strive to improve leadership skills through self-initiated professional development activities.
27. Maintain high productivity and effectiveness through consistent attendance on the job.

School/Community Relations

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

Other

31. The employee is expected to adhere to district employee/department/campus handbooks, board policies, AISD procedures, the Texas Educator's Code of Ethics and all applicable laws.
32. 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.

Equipment Used:

Personal computer, scanner, copier, and audio-visual equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Readily adapt to a variety of circumstances; Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting (45 lbs. or more). Occasional district wide travel; occasional prolonged and irregular hours. Biological exposure to bacterial and communicable diseases.



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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.

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

Printed Name

Signature

Date