AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSOCIATE PRINCIPAL**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**ADC 4**	DUTY DAYS:	**226**	DATE REVISED:	**03/02/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Master's degree in education from an accredited college or university is required. A valid Texas Principal certificate is required. Three (3) years of successful classroom teaching experience and two (2) years of successful campus administration is preferred.

SKILL REQUIREMENTS:

This position requires demonstrated success working within a high performing high school. Incumbent must have an understanding of the campus leadership role in establishing and maintaining a safe and disciplined campus environment. This position requires knowledge and skill in the use of District computers, including use of Microsoft Excel and Google Docs. This position also requires knowledge and experience in developing a master schedule with support for the campus as a whole, as well as smaller learning communities. Incumbent must understand how to analyze data and use results to facilitate instruction. Incumbent must demonstrate leadership qualities, interpersonal skills, and personal characteristics necessary for working effectively with students, new and experienced teachers, parents/guardians, and administrators. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

The Associate Principal acts for the Principal in his/her absence as required and/or assigned. The incumbent will seamlessly assume the principal's duties during their absence, ensure the continuity of operations and maintain a conducive learning environment. This position is responsible for hiring, supervising, and evaluating teachers and staff, developing, and implementing educational programs in the school, overseeing extracurricular activities, and assuring that Board policies are fully carried out, as well as directing all support services of the campus. Incumbent is responsible for the administration of the campus' programs and services, as well as supervision of teachers, counselors, and other administrative staff at the school. This position will facilitate, design, and lead professional learning workshops aligned with school-wide goals. Incumbent will be responsible for ensuring the implementation of the Boards results and policies while working within the boundaries of the executive limitations.

ESSENTIAL FUNCTIONS:

Note: The principal at each school will have discretion as to which of these are the responsibility of the incumbent.

COMPETENCY 1: INSTRUCTIONAL LEADER

- Guarantee execution of daily and long-term planning, along with instructional delivery across all classrooms. Focus is on relevance, rigor, and alignment with state standards, encompassing college and career readiness, and culturally responsive teaching practices.

- Monitor the adoption of high-quality, culturally responsive instructional practices among teachers and staff, fostering improved performance for all student groups and equitable outcomes for marginalized and underrepresented students.

- Collect, analyze, and apply multiple forms of disaggregated student data to tailor instruction, intervention, and enrichment activities, maximizing growth and achievement for all student demographics.

- Encourage and support the development of innovative instructional programs, facilitate teacher pilots and provide necessary resources and guidance.

COMPETENCY 2: TALENT DEVELOPER

- Facilitate, design, and lead professional learning workshops aligned with school-wide goals, fostering continuous improvement in instructional practices and student outcomes.

- Oversee the provision of relevant and research-based professional learning opportunities for teachers and staff, addressing the diverse socio-cultural needs of individual students to enhance instructional practices and student growth.

- Coach and develop the professional capacity of the teachers and staff by providing opportunities for meaningful, aligned, and ongoing professional learning to promote each student's academic and social emotional success.

- Develop and empower teachers and staff to share ownership and responsibility for the campus' vision and goals for equitable outcomes.

- Use observation and feedback to build teacher capacity in an established growth and development model and use the District standard rubrics/forms and processes to analyze teacher observation data and calibrate across the campus leadership team.

- Observe, coach and evaluate faculty.

- Assist the principal with interviewing, selecting and orienting new staff.

COMPETENCY 3: EXECUTIVE LEADER

- Contribute expertise and collaborate to strategic decision-making processes as an integral member of the school administrative teams.

- Seamlessly assume the principal's duties during their absence, ensure the continuity of operations and maintain a conducive learning environment.
- Takes charge of administering and coordinating school safety procedures, prioritizing the well-being and security of students, staff, and visitors.
- Hold primary responsibility for establishing and implementing effective programs and procedures to monitor student conduct and discipline, fostering a positive and respectful school culture.
- Assist in the intricate task of scheduling classes and teacher assignments, optimizing resources and ensure a balanced and efficient academic program.

- Play a key role in interpreting and implementing Board policies and administrative guidelines, ensure alignment with the school's mission and objectives.
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- Allocate and monitor financial resources responsibly, comply with all state and federal laws and District policies and procedures, and exhibit professional standards of attendance, behavior, and actions across the campus and District.

COMPETENCY 4: CULTURAL LEADER

- Ensure a safe and nurturing environment for students, staff, and families, fostering a sense of security and well-being within the school community.
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- Develop and implement a Campus Improvement Plan that guides school improvement efforts, addressing areas of growth and enhancement to continually elevate the learning environment.
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- Collaborate with stakeholders to further develop the campus' mission, vision, and professional culture, promoting a shared sense of purpose and unity.
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- Maintain positive community and parent relations through regular meetings and engagements with local officials, civic groups, parent associations, booster clubs, and the media, fostering strong partnerships and support networks.
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- Foster and sustain a culture of empowerment and continuous improvement, embracing diversity and celebrating various cultures, identities, languages, and perspectives within the school community.
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- Provides an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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 (less than 15 pounds)

Environment: May work prolonged or irregular hours**;** districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

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This position reports directly to the principal. Incumbent receives general supervision from the principal. Performance is reviewed on the basis of documented student achievements, maintenance of Board policies, meeting of established deadlines, operating within established budget, and public comment.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	