AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT PRINCIPAL MS**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**ADC 2**	DUTY DAYS:	**215**	DATE REVISED:	**02/26/2026 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

This position requires a Master's degree in education, a valid Texas administrative certificate as required by the State of Texas and three (3) years of successful teaching experience.

SKILL REQUIREMENTS

This position requires knowledge and skill in the use of personal computers (Word, Excel, etc.). Incumbent must:

- Interact professionally with all types of individuals. Incumbent must be familiar with TEKS, professional and instructional standards in order to coach and develop teachers and staff.
- Possess and demonstrate leadership skills, organizational skills, verbal/written skills, communication skills, and flexible/interpersonal dynamics.
- Analyze test data, conduct needs assessments and support effective implementation and monitoring of strategies.
- Effectively demonstrate collaboration, communication, connection, cultural proficiency, creativity, and critical thinking.
- Plan and manage multiple projects, present, and maintain accurate records, and administer personnel policies.

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

This position assists the principal of an individual high school in organizing and fostering a positive, safe environment that is conducive to meeting the needs of all students, staff, and families. Incumbent will also assist the principal in supervising the overall educational and support activities and staff of the school to promote each students' academic success and well-being. Incumbent supervises a variety of school functions, such as support services, special activities and programs, student discipline, and curricula development. Incumbent also holds responsibilities for evaluation and supervision of teaching and other school staff. Incumbent may be involved in supervision of multiple areas of instructional support, or special programs and activities depending upon assignment from the principal. The primary responsibility of this position is the supervision and discipline of students and supervision and evaluation (appraisal) of teachers and support staff at the school level.

ESSENTIAL FUNCTIONS

COMPETENCY 1: INSTRUCTIONAL LEADER

The Assistant Principal:

- Implementation of daily and long-term planning and delivery of instruction in all classrooms that are relevant, rigorous, and aligned with state standards, including college and career readiness standards, and culturally responsive teaching practices.
- Monitoring and ensuring implementation of high quality, aligned, and culturally responsive instructional practices among teachers and staff that improves performance for all student groups and promotes equitable outcomes for marginalized and underrepresented students.

- Collecting, analyzing, and utilizing multiple forms of disaggregated student data to inform instruction, intervention, and enrichment, and maximize student growth and achievement for all student groups.
- Ensuring relevant and meaningful research-based professional learning with teachers and staff that address the unique socio-cultural needs of individual students and result in effective instructional practice/student growth.

COMPETENCY 2: TALENT DEVELOPER

The Assistant Principal:

- Engages in ongoing professional learning to increase cultural competence in order to recruit and hire diverse staff to promote equitable practices to meet the unique socio-cultural and academic needs of all students.
- Coaches and develops 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.
- Develops and empowers teachers and staff to share ownership and responsibility for the school's vision and goals for equitable outcomes.
- Uses observation and feedback to build teacher capacity in an established growth and development model and uses the District standard rubrics/forms and processes to analyze teacher observation data and calibrate across the campus leadership team.

COMPETENCY 3: EXECUTIVE LEADER

The Assistant Principal:

- Collecting disaggregated data, identifying problems, analyzing root causes, and developing and monitoring effective strategies to resolve issues.
- Leading strategic change that continuously elevates and sustains high-quality educational programs and opportunities directed at improving student outcomes.
- Developing and utilizing a strategic plan to guide decision-making and adjust accordingly.
- Allocating and monitoring financial resources responsibly, complies with all state and federal laws and District policies and procedures, and exhibits professional standards of attendance, behavior, and actions across the campus and District.

COMPETENCY 4: CULTURE BUILDER

The Assistant Principal:

- Fosters and sustains a culture of empowerment and continuous improvement that recognizes and responds to the voices and perspectives of a diverse school community, where all cultures, identities, developmental levels, languages, etc. are celebrated.
- Ensures an identity safe, welcoming, and inclusive school community that supports all students' intellectual and social emotional development, through multi-tiered systems of support, that foster mutual respect and collaboration, demonstrates empathy, and promotes acceptance.
- Models a comprehensive school-wide approach to culture and climate systems that are clear, equitable, and aligned to District expectations.
- Provide 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**;** Some travel is required. In order to maintain high visibility this position requires extensive walking

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

PERSONAL WORK RELATIONSHIP

This position works under the general supervision of the Principal, with considerable latitude for independent decision-making in assigned areas of faculty evaluation, support services management, and special activities management. Incumbent receive annual evaluations of performance, based upon documented results and success of assigned activities, parent and teacher feedbacks, and observation of the principal. The assistant principal is expected to promote and encourage the District Goals and Initiatives.

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:**	