Carroll Independent School District
Job Description

JOB TITLE: **Assistant Principal, Elementary**
Pay Grade: 002

Supervisor: Elementary Principal
Employment Days: 207

Department: Campus-Based Administrator
Wage/Hour Status: Exempt

MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
This position will assist the elementary principal in the overall school administration, provide leadership in a number of specific areas of school operation, and function as the instructional leader during the absence of the regular principal.

QUALIFICATIONS:
- Effective interpersonal skills.
- Excellent oral and written communication skills.
- Be eligible for Standard Principal Certification in Texas
  - Master’s Degree or higher
  - Two years of successful teaching experience
  - Successful completion of approved principal preparation program
- Valid certification as set by state certification standards.

MAJOR RESPONSIBILITIES:

Instructional Management
- Assist in the coordination and evaluation of the school instructional program in conjunction with the Principal.
- Work with staff to plan, implement, and evaluate the curriculum on a systematic basis.
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Evaluate and recommend improvement in the purposes, design, and implementation of the instructional program as well as other programs related to the mission of the school.
- Assist in the development of the master schedule of teaching assignments and course offerings.

School/Organizational Climate
- Communicate and promote high expectation levels for staff and student performance in an enabling, supportive way.
- Provide proper recognition of excellence and achievement.
- Establish and maintain an environment conducive to positive staff morale and directed toward achievement of the school’s mission.
Foster collegiality and team-building among staff, encouraging their active involvement in decision-making.
Communicate effectively with students, staff, parents, and community.
Project a positive image that enhances the school system.
Mediate and facilitate effective resolution of student and/or staff conflicts in a timely fashion.
Maintain awareness of the school’s mission.
Support programs and actions that facilitate a positive, caring climate for learning in an orderly, purposeful environment.

School/Organizational Improvement
- Assist with determining and building a common vision with staff for school improvement.
- Direct planning activities and implements program collaboratively with staff to ensure attainment of the district’s mission.
- Work closely with personnel to maintain and utilize appropriate information systems and records for overall school improvement efforts.

Personnel Management
- Use developmental supervision effectively and comprehensively with all staff by systematically observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.
- Use the Board approved teacher evaluation system appropriately and ensure that evaluations clearly and accurately represent staff performance.
- Confer with the appropriate staff regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- Identify, provide, and/or encourage participation in available in-service training options to address the goals identified through the growth planning process.
- Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
- Encourage personal and professional growth and leadership among the staff.
- Recognize exemplary performance.
- Assist the principal in all aspects of personnel placement, orientation, and dismissal of staff.

Administration and Fiscal/Facilities Management
- Comply with district policies and regulations as well as state and federal law while pursuing the mission of the school.
- Assist with the allocation of personnel and resources to achieve a specific goal.
- Assist with developing budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs.
- Implement programs with budget limits; maintain fiscal control; accurately report fiscal information.
- Monitor the purchase, use, care, and replacement of materials and capital equipment.
- Manage or supervise all school facilities effectively; efficiently supervise their maintenance to ensure clean, orderly, and safe buildings and grounds.
Student Management
- Assist faculty with the implementation of a student behavior management system that results in positive student behavior, student self-discipline, and the enhancement of all school climate.
- Develop and communicate to students, staff, and parents school guidelines for student conduct.
- Ensure that District and/or campus rules are uniformly observed and that consequences of misconduct are applied equitably to all students.
- Conduct conferences with parents, students and teachers concerning all aspects of student behavior.
- Supervise student activities as assigned by the Principal.
- Maintain accurate individual student disciplinary records.

Professional Growth and Development
- Improve performance through assessment instruments, district appraisal process, evaluative feedback from teaching staff, and suggestions for improvement from appropriate sources.
- Strive to improve leadership skills through self-initiated professional development activities, reading professional journals and publications, attending conferences, and participating in training programs.
- Utilize information and insights gained in professional development programs for self-improvement.
- Disseminate ideas and information to other professionals
- Provide leadership in addressing the challenges facing the profession.

School/Community Relations
- Articulate the school’s mission to the community and solicit support in making that mission reality.
- Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
- Demonstrate the use of appropriate and effective techniques for community and parent involvement.
- Emphasize and nurture two-way communication between the school and community.
- Project/foster a positive image to the community.
- Represent the principal at various meetings.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:
Personal computer, telecommunication and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCRs, tape recorders, calculators, fax machines and copiers.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision;
maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 50%-75% walking and standing; 25%-50% sitting; and minimal stooping/bending/lifting in relationship to typical desk inclusive of computer.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: ___________________________ DATE: _____________
(Director of Personnel Services)

APPROVED BY: ___________________________ DATE: _____________
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003 Date(s) Revised: 10/2015