

# CLEVELAND INDEPENDENT SCHOOL DISTRICT

## *Job Description*

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

<b>TITLE:</b>	High School Assistant Principal	<b>STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal or Designee	<b>TERMS:</b>	200 Days
<b>DEPARTMENT:</b>	Assigned Campus	<b>PAY GRADE:</b>	AD5

### PRIMARY FUNCTION

Direct and manage assigned areas of instructional program and campus operations. Oversee assigned student activities and services.

### QUALIFICATIONS

Education/Certification:

Master's degree

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

### Special Knowledge/Skills:

Knowledge of campus operations

Working knowledge of curriculum and instruction

Ability to evaluate the instructional programs 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:

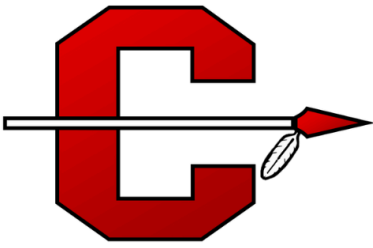
Two years experience as a classroom teacher

### EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

### ESSENTIAL JOB FUNCTIONS:

1. Encourage and support the development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.
2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.



# **CLEVELAND**

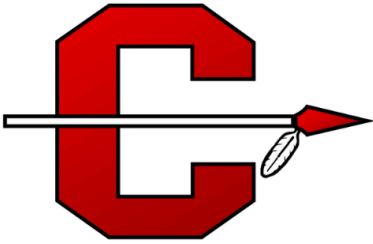
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3. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
4. Take a leadership role in planning activities and implementing programs to ensure the attainment of the school's mission.
5. Participate in the development of campus improvement plans with staff, parents, and community members.
6. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.
7. May act as campus behavior coordinator in accordance with state laws and regulations.
8. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
9. Ensure that school rules are uniformly applied, and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
10. Conduct conferences about student and school issues with parents, students, and teachers.
11. Ensure that students are adequately supervised during non-instructional periods.
12. Oversee campus operations in the principal's absence.
13. Take a leadership role in planning and scheduling daily school activities, including the development of class schedules, teacher assignments, and extracurricular activity schedules.
14. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
15. Work with department heads and faculty to compile annual budget requests based on documented program needs.
16. Requisition supplies, textbooks, and equipment and monitor and maintain inventory in accordance with district procedures.
17. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.
18. Comply with district policies, state and federal laws, and regulations affecting schools.
19. Observe employee performance, record observations, and conduct evaluation conferences. Serve as the second appraiser as needed for the designated teacher appraisal system.
20. Assist the principal in interviewing, selecting, and orienting new staff.
21. Articulate the school's mission to the community and solicit its support in realizing the mission.
22. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
23. Engage in professional development activities to improve leadership
24. Follow district safety protocols and emergency procedures.
25. Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.
26. Maintain confidentiality.
27. Reliable attendance and punctuality.
28. Follow district safety protocols and emergency procedures.



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29. Participate in staff development activities to improve job-related skills.
30. Comply with state, district, and school regulations and policies.
31. Attend and participate in faculty meetings and serve on staff committees as required.
32. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
33. Perform other duties as assigned by supervisor and the Superintendent of Schools.

### WORK ENVIRONMENT

#### **Mental Demands/Physical Demands/Environmental Factors:**

**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, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

**Environment:** Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

**Special Funding:** If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Employee Signature

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Date