



Crandall Independent School District

Job Description

Job Title: Assistant Principal
Reports To: Principal
Dept./School: Assigned Campus

Wage/Hour Status: Exempt
Date Revised: February 14, 2022

Primary Purpose:

Assist the school principal in overall administration of instructional program and campus level operations in a manner that supports a learning environment that maximizes the potential of each student. Direct and manage assigned areas of instructional program and campus level operations. Coordinate 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
Working knowledge of social emotional learning
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:

Minimum of three (3) years teaching experience, required
Five (5) to seven (7) years of teaching experience, preferred

Major Responsibilities and Duties:

Instructional Management

1. Participate in development and evaluation of educational programs.
2. Attend all meetings related to instruction as directed by the principal.
3. Attend all trainings related to curriculum and current staff instructional needs as directed by the principal.
4. Conduct required walk-through observations, set goals, and provide feedback as appropriate for the T-TESS evaluation.
5. Complete walk-throughs as required by the principal.
6. Submit required observation documentation to campus principal and central office administration.
7. Create and develop campus schedules that maximize instructional time and personnel.
8. Keep current textbook and chrome book records including comprehensive inventory systems.
9. Plan and facilitate the campus summer school program.
10. Assist staff in organizing field trips that include an instructional focus.
11. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
12. Promote the use of technology in teaching/learning process.

School/Organization Morale

13. Promote a positive, caring climate for learning.
14. Deal sensitively and fairly with persons from diverse cultural backgrounds.
15. Employ effective interpersonal skills when dealing with campus and district staff, supervisors, parents, and public.
16. Communicates effectively and interacts with students, staff, parents, and the community.
17. Communicates effectively and interacts with campus principal on issues dealing with campus concerns.

School/Organizational Improvement

18. Participate in collaborative processes to develop campus improvement plans with staff, parents, and community members.
19. Attend campus meetings including the campus improvement/advisory committee, faculty meetings, grade level meetings, intervention meetings, team leader meetings, etc.
20. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus accountability measures.
21. Lead, develop, implement, monitor, and maintain systems for effective management of student behavior and discipline.
22. Create, maintain, and support a learning environment that is academically, emotionally, and physically safe.

Personnel Management

23. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as a T-TESS appraiser for teachers as assigned.
24. Campus principal will designate the number of T-TESS observations conducted during the year.
25. Maintain staff documentation designated by principal.
26. Assist principal in interviewing, selecting, orienting, and retaining new staff.

Administration and Fiscal/Facilities Functions

27. Supervise operations in the absence of the regular principal.
28. Assist in the administration of the daily organization of the school including class scheduling, teacher assignments, and extracurricular activities.
29. Supervise the reporting and monitoring of student attendance and work with the attendance clerk on follow-up investigations.
30. Recording, monitoring, and taking action on attendance, tardies, and truancy issues.
31. Work with department heads and faculty in compiling annual budget requests based upon documented program needs when appropriate.
32. Requisition supplies, textbooks, chrome books, technology, and equipment; conduct inventories; maintain records; and verify receipts for such material as directed.
33. Assist with safety inspections and drill activities.
34. Coordinate transportation, custodial, cafeteria, and other support services.
35. Comply with federal and state laws, State Board of Education rule, and board policy.
36. Attend all school events, functions, activities, and computational as designated by the principal.

Student Management

37. Coordinate and provide adequate supervision of students during non-instructional periods.
38. Arrive prior to the scheduled duty times.
39. Leave after time stated in employee handbook or time approved by campus principal.
40. Help to develop a student discipline management system that results in positive student behavior.
41. Ensure that school rules are enforced, appropriate, and equitable in the area of student discipline.
42. Keep current and accurate discipline records.

43. Enter discipline records in the skyward system within 48 hours (peims or non-peims) or conclusion of the investigation.
44. Assistant principal will notify parents/guardians within 24 hours of the discipline occurrence.
45. Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

46. Demonstrate behavior that is professional, ethical, and responsible.
47. Participate in professional development to improve skills related to job assignment.
48. Seek professional trainings for personal growth as related to job assignment.

School/Community Relations

49. Embrace and promote cultural diversity on campus and in the community.
50. Articulate the school’s mission to community and solicit support in realizing this mission.
51. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
52. Assist in organizing campus fund raising activities.
53. Use appropriate and effective techniques to encourage community and parent involvement.
54. Develop community interest and participation to improve community rapport.
55. Attend school and community functions as required by campus principal.
56. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
57. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.

Other

58. Maintain confidentiality.
59. Follow district safety and emergency procedures.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervises teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

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 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel; occasional prolonged and irregular hours

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

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date