Primary Purpose:
Assist the school principal in overall administration of the Disciplinary Alternative Education Program. Coordinate assigned student activities and services.

Qualifications:
Education/Certification:
Master’s degree
Texas assistant principal or other appropriate Texas certificate

Special Knowledge/Skills:
Thorough understanding of school operations
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations

Experience:
Two years experience as a classroom teacher

Major Responsibilities and Duties:
Program Management
1. Supervise and provide instruction of students assigned to the disciplinary alternative education program.
2. Participates in collaborative processes to develop program improvement plans with staff, parents, and community members.
3. Assists Associate Principals in maintaining and using information systems to maintain records to track progress on program performance objectives and accountability index indicators.
4. Promotes the use of technology in the teaching/learning process.
5. Assists teachers with state-mandated tests by coordinating materials and testing guidelines with home campuses.
6. Assist with monitoring of student attendance. Report student absences recorded during the second instructional hour to the home campus. Work with campus Assistant Principals and attendance clerks to compile reports, contact parents, make home visits and assist with attendance meetings.
7. Regularly consult with the Associate Principals about planning, operation, supervision, and evaluation of the education program.
8. Coordinate with the Associate Principals to provide instructional resources and materials to support teaching staff in accomplishing goals.

School/Organizational Climate
9. Promote a positive, caring climate for learning.
10. Deal sensitively and fairly with persons from diverse cultural backgrounds.
11. Communicate effectively with students and staff.

School/Organizational Improvement
12. Participate in development of campus improvement plans with staff, parents, and community members.
13. Assist Associate Principals to develop, maintain, and use information systems to maintain and records to track student progress on campus performance objectives and accountability indicators.

Administration and Fiscal/Facilities Management
14. Supervise operations at the DAEP campus.
15. Supervise extra-curricular activities as assigned by Associate Principals.
16. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
17. Assist with safety inspections and safety-drill practice activities.
18. Comply with federal and state laws, State Board of Education rule, and board policy.

**Student Management**
19. Ensure that students are adequately supervised during instructional and noninstructional periods.
20. Ensure that program rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
21. Assist in implementing student discipline management systems that results in positive student behavior.
22. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
23. Conduct conferences on student and school issues with parents, students, and teachers.
24. Report student discipline issues to Assistant Principals of home campus. Collaborate regarding additional discipline consequences.

**Professional Growth and Development**
25. Participate in professional development to improve skills related to job assignment.

**School/Community Relations**
26. Articulate the school’s mission to community and solicit its support in realizing mission.
27. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
28. Use appropriate and effective techniques to encourage community and parent involvement.

**Other**
31. Perform other duties and as assigned.

**Supervisory Responsibilities:**

Share supervisory responsibility for professional staff at DAEP with school Associate Principals. Supervise counselor, teachers, and others as assigned.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; 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:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district wide and statewide travel

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

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

Approved by ________________________ Date ____________

Reviewed by ________________________ Date ____________