

## **JOB DESCRIPTION**

**JOB TITLE:** Middle School Assistant Principal      **PAY GRADE:** 107  
**REPORTS TO:** Principal      **WORK DAYS:** 207 Days  
**DEPT/SCHOOL:** Assigned Campus      **DATE REVISED:** 08/2025  
**WAGE/HOUR STATUS:** Exempt

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### **PRIMARY PURPOSE:**

Assist the school principal in the direction and management of the instructional program and in the supervision of operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Assist in the implementation of District policies and instructional program and in management of all campus activities.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

Master's Degree  
Texas administrator's, Principal Certificate or mid-management certificate  
Temporary Texas administrator's or mid-management certificate  
Certificate for Instructional Leadership Training and T-TESS Certified  
Valid Texas teaching certificate

#### **Special Knowledge/Skills:**

Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Strong communications, public relations, and interpersonal skills  
Bilingual (preferred)

#### **Standard of Professional Conduct:**

As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state and federal laws and policies.

#### **Minimum Experience:**

Three years experience as a classroom teacher (secondary preferred)

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Instructional Management:**

1. Assist in monitoring instructional and managerial processes to ensure that program activities are related to program outcomes.
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis.

### **School Organizational Climate:**

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
5. Provide for two-way communication with principal, staff, students, parents, and community.
6. Communicate and promote expectation for high level performance from staff and students; recognize excellence and achievement.
7. Facilitate effective and timely resolution of conflicts.

### **School/Organizational Improvement:**

8. Identify, analyze, and apply research findings to facilitate school improvement.
9. Assist in the collaborative process to develop campus improvement plans involving staff, parents, and community members.
10. Assist in the development, maintenance, and use of appropriate information systems and records necessary to attain campus performance objectives and academic excellence indicators.

### **Personnel Management:**

11. Assist in the interviewing, recommendation, and orientation of new staff.
12. Communicate expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.

## **MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

13. Observe employee performance, record observations, and conduct evaluation conferences with assigned staff.
14. Make recommendations to the principal relative to personnel placement, transfer, retention, promotion, and dismissal.
15. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish goals.

### **Administration/Fiscal Facilities Management:**

16. Comply with District policies, as well as state and federal laws and regulations affecting schools.
17. Assist in developing budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; in implementing programs within budget limits; in maintaining fiscal control; in accurately reporting fiscal information.
18. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

### **Student Management:**

19. Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate.
20. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
21. Conduct conferences with parents, students, and teachers concerning school and student issues.

### **Professional Growth and Development:**

22. Use information and insights provided through assessment instruments, the District appraisal process, evaluative feedback, and professional development programs to improve performance.
23. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

**MAJOR RESPONSIBILITIES AND DUTIES CONTINUED:**

- 24. Observe professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics and Standard Practices for Texas Educators.

**School/Community Relations:**

- 25. Articulate the school's mission to the community and solicit its support in realizing its mission.
- 26. Demonstrate awareness of school/community needs and initiate activities to meet those needs.
- 27. Use appropriate and effective techniques for community and parent involvement.
- 28. Demonstrate behavior that is professional, ethical and responsible.
- 29. Must maintain a working cell phone.
- 30. All other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Shares supervisory responsibility for professional staff with the school principal. Supervises teachers, custodians, paraprofessionals and clerical personnel and others when assigned by the principal.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal/writing); coordinate campus support functions; maintain emotional control under stress.

**Physical Demands / Environmental Factors:**

Occasional District wide travel; occasional prolonged and irregular hours.

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_