Job Title: Associate/Assistant Principal

Wage/Hour Status: Exempt

Reports To: Campus Principal

Pay Grade: Admin 2-4

Dept./School: Assigned Campus

Date Revised: 02/21/2017

Funding Source: Local

The following 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.

Primary Purpose
Assist in managing, coordinating, and setting high expectations for personnel, students, parents, and building care in order to create a highly functioning organization, smoothly operating campus and ensure that each student is provided opportunity for reaching every potential in gaining a quality education.

Qualifications

Education/Certification
Master’s Degree or higher
Valid Texas Administrator’s Certificate
Certified Teacher Evaluation and Support System (TTESS) appraiser

Special Knowledge/Skills
Exhibits knowledge about curriculum systems and framework
Participates in establishing and supporting a clear vision for campus
Manages time well and is organized
Assist in developing and implementing professional development
Assist in promoting quality/effective instruction
Implement and support systems to collect and assess data to drive interventions
Foster collaboration
Practice effective communication skills
Support a high performing learning culture and climate
Support a community of leaders
Enhance community and parental involvement
Understand local, state, and federal accountability requirements
Implement and support the effective school-wide plan
Assist in maintaining fiscal responsibility and resourcefulness

Experience
Minimum of three (3) years experience as a classroom teacher
Prior experience in instructional leadership roles and other qualifications deemed necessary by the Board

Such alternatives to the above qualifications as the administration may find appropriate and acceptable
Major Responsibilities and Duties

- Focus on results and make data driven decisions that promote the need for change for student success within the organization.
- Collaborate with Principal to work with staff to plan, implement, and evaluate instruction on a systematic basis in a way that aligns with district framework.
- Promote appropriate technologies to enhance and support instruction and curriculum leading to high levels of student achievement.
- Systematically monitor instruction and collaborate with principal for corrective action, improvement, and recognition of success.
- Support professional learning communities that facilitate collaboration among teachers and promotes exceptional instructional effectiveness.
- Promote positive relationships on the campus through effective listening, communication and conflict resolution skills.
- Support the vision, mission and goals for the campus that focuses on student achievement, purposeful and engaging learning, and a safe, caring environment.
- Promote high expectations for students and staff.
- Support and articulate district and campus beliefs and vision.
- Share in the responsibility for the discipline, safety and welfare of students.
- Support the implementation of a school improvement plan that targets the needs of the campus.
- Implement and support the campus’ system of assessing student performance, customer satisfaction, and community perceptions.
- Assist the principal and the staff in implementation of school-wide goals and objectives.
- Monitor timelines for completion of school objectives.
- Support professional development needs to ensure that the organization maintains direction and focus for all staff.
- Make appropriate recommendations relative to personnel hiring and placement, transfer, retention, and dismissal.
- Complete teacher appraisals and support staff evaluations.
- Adhere to local, state and federal rules, regulations, practices and policies.
• Assist in scheduling activities that utilize resources (budget, technology, materials, human) to accomplish campus goals.

• Monitor the use, care, and replacement of capital equipment.

• Assist in managing school facilities effectively and efficiently to ensure clean, orderly and safe buildings and grounds.

• Use technology resources to perform job-related duties.

• Create a system for developing and nurturing positive relationships with students and community members.

• Develop, promote and communicate clear expectations for student behavior.

• Adhere to local, state and federal rules, regulations, practices and policies.

• Collaborate with parents, district personnel and staff concerning school and student issues.

• Provide continuity of leadership in emergency procedures.

• Promote and market the district, campus, and students of GPISD.

• Collaborate with parents and community members to promote the goals and vision of the district and campus.

• Support activities for parental and community involvement

• Understand and support the role of effective leadership in the change process

• Ensure time is devoted to learning and reflecting on one’s own skills and knowledge about leadership and to disseminate that knowledge to other professionals

• Assist in developing and implementing coaching and mentoring practices on the campus that promote continuous growth for all stakeholders

• Participate in researched based leadership initiatives aimed at improving schools

• Develop, use, and evaluate ideas and/or innovative approaches to improve job performance.

• Seek, accept, and respond to evaluative feedback from line supervisors, utilizing data for improvement.

• Perform duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for educators.
Other

- Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- Has demonstrated the district’s established quality customer service standards.

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

Equipment Used

Working Conditions
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide and statewide travel; frequent prolonged and irregular hours.