Division of Human Resources

JOB DESCRIPTION

Job Title: **Assistant Principal – Elementary School**

Reports to: Principal

Dept./School: Campus Assigned

Wage/Hour Status: Exempt

Pay Grade / Days AP03 / 204

Date Revised: June 2025

Primary Purpose:

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

Qualifications:

Education/Certification:

Master's degree from accredited university
Texas principal or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

Knowledge of campus operations
Working knowledge of curriculum and instruction
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:

Two years of experience as a classroom teacher.

Major Responsibilities and Duties:

Instructional Management

1. Encourage and support 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.
3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

School/Organizational Improvement

4. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.
5. Participate in 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.

Student Management

7. May act as campus behavioral 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 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 noninstructional periods.

Administration and Fiscal/Facilities Management

12. Oversee campus operations in principal's absence.
13. Take a leadership role in planning and scheduling of 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.

Personnel Management

19. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for designated teacher appraisal system.
20. Assist principal in interviewing, selecting, and orienting new staff.

School/Community Relations

21. Articulate the school's mission to the community and solicit its support in realizing the mission.
22. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Other

23. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

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.

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); occasional physical restraint of students to control behavior
Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes 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. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

_____ _____
Employee Name (please print) Date

_____ _____
Employee Signature Badge #