POSITION TITLE: Assistant Principal

DATE: 02/06/18

JOB CODE: 001051, 003051, 005051, 004051, 006051, 008051, 002051, 007051, 009051, H31793

GRADE: varies

Contract Length: varies

IMMEDIATE SUPERVISOR: Principal

POSITION SUMMARY:
Assists the Principal in providing the overall leadership and is responsible for ensuring that student achievement is improved and other key HISD objectives met.

ESSENTIAL INDIVIDUAL CHARACTERISTICS
- Possesses a moral and ethical compass.
- Demonstrates a heart and passion for leadership.
- Identifies quality people and inspires excellence in them.
- Shows strong self-esteem.
- Makes decisions for the benefit of the school and community it serves.
- Exhibits the flexibility and willingness to accept change.
- Possesses courage and persistence of one’s convictions.
- Balances a superb intellect with common sense.

REQUIRED SKILLS AND BEHAVIORS
- Assists the Principal in developing and implementing plans to:
  - Increase student achievement
  - Increase attendance
  - Increase graduation rates
  - Strengthen instructional opportunities
  - Provide a safe learning environment
  - Provide student services
  - Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives.
- Assists the principal in communicating, collaborating, and building strong relationships with key stakeholders including:
  - Teachers and staff
  - Students and parents
  - Community and business partners
  - Other members of the school and district community.
- Assists the principal in selecting and mentoring a high quality school staff.
- Assists the principal in teacher evaluation and development, student discipline management, supervision of extra-curricular activities and the preparation of required reporting.

EDUCATIONAL REQUIREMENTS
- Master’s degree
- Valid Texas Principal certification.

EXPERIENCE REQUIREMENTS:
- Three years exemplary teaching experience,
- Additional leadership experience on the campus or otherwise is essential.