



# HUMBLE INDEPENDENT SCHOOL DISTRICT

## Job Description

**Assistant Principal**

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<b>Reports to:</b>	Principal
<b>School/Department:</b>	Assigned Campus and Level
<b>Pay Grade:</b>	Administrative Instruction/ES (AI4), MS (AI4), HS (AI5)
<b>Wage/hour status:</b>	Exempt
<b>Work Days:</b>	209
<b>Created/revised:</b>	January 2025

### Primary Purpose:

Assist the Principal to achieve the District's mission and related goals through the improvement of student learning. The Assistant Principal assists the Principal with ensuring the success and achievement of all students by monitoring and continuously improving teaching and learning. The Assistant Principal shall assist the Principal oversee compliance with federal and state law, local district policies, success of instructional programs and operation of all campus activities. The Assistant Principal is expected to communicate in an effective and timely manner with the Principal and/or Assistant Superintendent of Schools. Promote and maintain a culture of innovation and excellence. Explore, design, and implement innovative best practices in an effort to attract and retain the best staff possible.

### Qualifications:

#### Education/Certification:

- Master's degree in educational administration or closely related field from an accredited college or university recognized by the US Department of Education.
- Texas principal or other appropriate Texas management certificate
- Certified T-TESS Appraiser
- Certified Advancing Educational Leadership (AEL) or Instructional Leadership Development (ILD)

#### Special Knowledge/Skills:

- Thorough knowledge and understanding of Federal, State, and local laws and Board policy in the area of education, curriculum, school finance, budgeting, accounting, auditing, data processing management systems related to public school districts and school operations
- Substantive knowledge of designing and implementing rigorous and aligned curriculum in an educational system that is functioning within and responsive to testing and accountability systems
- Substantive knowledge of instructional strategies, design and implementation of testing and assessments
- Visionary leadership ability in public schools to work with diverse students, staff, families, and communities and communicate with and supervise professional and support personnel
- Knowledge of state accountability systems and requirements, including strategies to achieve and sustain high ratings
- Skill in using data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement
- Skill in evaluating instructional program and teaching effectiveness
- Skill in managing staff, operations, projects, and budgets on a large scale
- Skill in gathering/organizing/analyzing/interpreting data utilizing various statistical techniques, applying concepts to formulate conclusions and developing recommendations in resolving problems and developing solutions



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- Skill in troubleshooting issues, making sound judgment, decisions, and recommendations
- Skill in presenting information in a variety of formats
- Skill in maintaining confidentiality of privileged and sensitive information
- Skill in Windows operating system along with district standard software packages such as MS Office (Word, Excel, Power Point), similar Google products and eMail, Financial systems (Tyler MUNIS preferred), and Student systems platforms
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to coordinate campus functions
- Ability to implement and follow policy and procedures
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public

### Experience:

- Three years experience as a classroom teacher
- One year experience in campus leadership role

### Major Responsibilities and Duties:

#### Instructional Management

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Monitor implementation of the curriculum using the following basic strategies.
  - a. Clinical supervision, observations, and conferences
  - b. Periodic review of curriculum documents
  - c. Curriculum planning meetings and review of minutes of the meetings.
5. Translate the importance of effective curriculum and instruction practices on a regular basis
6. Observe classes, monitor lessons, and evaluate assessment materials.

#### School/Organizational Climate

1. Promote a positive, caring climate for learning.
2. Deal sensitively and fairly with persons from diverse cultural backgrounds.
3. Communicate effectively with students and staff.
4. Provide opportunities for teachers to discuss and share ideas and strategies to teach the curriculum standards and objectives.
5. Promotes an open collegial environment among staff and develop positive staff morale.

#### School/Organizational Improvement

1. Promotes a positive image that supports the vision and mission of the district.



2. Participate in development of campus improvement plans with staff, parents, and community members.
3. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
4. Implement assessment policies adopted by the Board at the campus level.
5. Guides and oversees campus administrative staff responsible for the coordination of District assessments, the analysis, and the reporting of assessment data collected from such assessments in order to maximize student performance on the campus.
6. Analyze and interpret student assessment data to use in making school improvement decisions.

#### **Personnel Management**

1. Assist Principal with reviewing employment applications, interviews, selection, and orientation new staff.
2. Observe employee performance, record observations, and conduct evaluation conferences.
3. Timely evaluates staff. Serve as second appraiser for designated teacher appraisal system.
4. Make recommendations to Principal on termination, suspension, or nonrenewal of employees assigned to campus.

#### **Administration and Fiscal/Facilities Management**

1. Supervise operations in principal's absence.
2. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
3. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
4. Work with department heads and faculty to compile annual budget requests based on documented program needs.
5. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
6. Assist with safety inspections and safety-drill practice activities. Ensure that all building safety protocols are followed.
7. Coordinate transportation, custodial, cafeteria, and other support services.
8. Comply with federal and state laws, State Board of Education rule, and board policy.
9. **Secondary Campus Principal:** Assist Principal with directing and managing extracurricular and intramural programs including management of multiple activity funds.

#### **Student Management**

1. Ensures the success and achievement of all students by being ethical and acting with integrity.
2. Ensure that students are adequately supervised during non-instructional periods.
3. Help to develop a student discipline management system that results in positive student behavior.
4. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
5. Implement and monitor strategies to improve student attendance, recognizing its critical impact on academic success.
6. Conduct conferences on student and school issues with parents, students, and teachers.



**Professional Growth and Development**

1. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff
2. Develop professional skills appropriate to job assignment.
3. Actively participates in professional associations.
4. Provide campus-based professional development opportunities.
5. Seeks opportunities for professional growth in alignment with campus or district initiatives.
6. Participates in professional learning community activities by collaborating with horizontal and vertical team members.
7. Attend professional growth activities to maintain awareness of current research and human resources and education issues, including technology integration, and remain current on new and emerging technologies.
8. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.

**School/Community Relations**

1. Articulate the school's mission to community and solicit its support in realizing mission.
2. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
3. Use appropriate and effective techniques to encourage community and parent involvement.
4. Help parents understand their roles in supporting student learning of the curriculum.

**Supervisory Responsibilities:**

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

**Other**

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Assistant Superintendent or designee.
2. Serve as a member of the District's Emergency Response Team.
3. Maintain an organized work environment.
4. Perform other duties as assigned.

**Working Conditions:**

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

Maintain emotional control under stress

Work with frequent interruptions

Frequent need for monitoring hallways, student areas, and/or extracurricular events

Frequent walking with moderate sitting, standing, stooping, bending, pushing, pulling, and lifting

Physically able to control behavior through appropriate and safe physical restraint techniques as per Board and District policy, regulations, and procedures

Must be able access and navigate all areas of the school and other facilities as needed

Occasional district-wide or out-of-district travel

Occasional prolonged and irregular hours with extended hours or non-business hours may be required to lessen impact to campus operations

Prolonged use of equipment and computers



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Work location assigned requires physical presence in office  
Daily attendance and punctuality are essential functions of the job

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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 and duties that may be assigned or skills that may be required.

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

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