

**Assistant Principal, Secondary**  
Job Description



**JOB TITLE:** Assistant Principal, Secondary  
**DATE REVISED:** February 12, 2024  
**REPORTS TO:** Campus Principal  
**DEPARTMENT/CAMPUS:** Teaching & Learning: Assigned Campus  
**PAY GRADE/DUTY DAYS:** AP6, 207  
**FLSA:** Exempt

**JOB PURPOSE SUMMARY:**

This position is responsible for directing and managing assigned areas of both the instructional program and campus operations, while also overseeing assigned student activities and services, and consistently modeling all District endorsed aspects of effective leadership. This position is also responsible for providing administrative support and instructional leadership to ensure a safe environment in which student learning can be achieved and demonstrated.

**KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

***Instructional Leadership:***

1. Inspires, develops, and rewards others to step out of their comfort zone and take positive risks in the development of innovative instructional programs, and supports the piloting efforts associated with such programs.
2. Participates in program evaluation measures, and shares recommendations for improvement, where needed.
3. Observes, coaches, develops, and ensures application of accountability among leaders in the continuous development of their respective practice, as well as in the execution of quality-driven teaching and classroom management techniques and practices.
4. Facilitates collaborative analysis with teachers and/or other departments of high-quality actionable student data including, without limitation, student achievement data, and ensures staff have the information and resources necessary to interpret the data and to initiate the appropriate action.
5. Oversees and supports, as appropriate, assigned collaborative teams to include Professional Learning Communities (PLC).
6. Develops and supports high-quality collaborative professional learning opportunities for all staff members to support continued alignment with the goals of the school, as well as with the District's shared vision.
7. Conducts classroom observations, as assigned, to ensure continuous alignment of instructional delivery outcomes with established instructional goals and objectives.
8. Demonstrates and supports the communication efforts of high academic standards, as well as ensures a conducive learning environment within the school.

***Student Management:***

9. Works with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
10. Ensures that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook to promote effectiveness and student success.
11. Resolves parent/student issues and concerns in a timely manner.
12. Ensures that students are adequately supervised during all non-instructional periods, including during extracurricular activities before and after school.

***Operational Management:***

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13. Oversees all campus operations in the principal's absence.
14. Coordinates operational support services including, but not limited to, transportation, plant operations, maintenance, food nutrition services and information technology to best meet campus needs.
15. Leads and monitors operational systems in collaboration with the principal, including but not limited to, emergency/crisis planning, student attendance monitoring, inventory processes, hiring/personnel management, and grading/gradebook management. Work with staff to identify and address issues.
16. Interfaces with governmental agencies, business and civic organizations, and the community to provide needed information and to promote the campus and District initiatives.

#### **Organizational Leadership:**

17. Collaborates with the Principal in the planning, development, and implementation efforts of measurable school-wide goals and programs to support school mission objectives.
18. Ensures campus improvement plan outcomes meet campus needs, as well as District goals and objectives.
19. Fosters collective decision making among staff, parents, and community members on key matters such as campus improvement plans.
20. Utilizes high-quality data to continuously monitor student progress to make decisions and adjust strategies to achieve campus goals and metrics of success in collaboration with the principal.
21. Identifies future leaders, and invests in their growth and development.
22. Delegates critical tasks to rising leaders to build their capacity, and supports their individual learning and development.
23. Demonstrates awareness of school-community needs, and initiates activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

#### **Staff Leadership:**

24. Provides professional development opportunities for self and staff to ensure high performance and aid in successional planning.
25. Supports the development of functional strategies and specific objectives for the department by identifying department accountabilities for ensuring project and departmental milestones and goals are consistently met.
26. Researches industry trends and reviews and analyzes relevant data to forecast trends and develop recommendations for internal leadership to review.
27. Promotes collegiality, teamwork, mutual respect, and collaboration among all staff, and contributes productively as a member of a diverse team.
28. Adapts communication to the needs of audiences to build a sense of shared purpose in order to progress the work forward.
29. Models a positive attitude and self-reflection, leading others in sharing and applying their learning for the benefit of the team.
30. Develops long-term and short-term goals to prioritize work.
31. Builds rapport and maintains collaborative relationships with internal and external stakeholders.
32. Researches changes in instructional leadership, student management, and related best practices.

#### **Compliance:**

33. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines and standards including, without limitation, Special Education Section 504, Emergent Bilingual support, Accelerated Instruction, Gifted and Talented Programming, Response to Intervention, Targeted Instruction, Multi-Tiered Instructional Models, as well as all other applicable mandates and requirements set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
34. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as applicable local, state, and federal mandates to ensure their proper implementation and application within all assigned duties including, but not limited to Special Education Section 504, Emergent Bilingual support, Accelerated Instruction, Gifted and Talented Programming, Response to Intervention, Targeted Instruction, Multi-Tiered Instructional Models, as well as all other applicable

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mandates and requirements set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.

35. Facilitates the administration of state-mandated testing to ensure continued compliance with state and federal guidelines and related requirements.
36. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all applicable guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
37. Fulfills all applicable Texas state mandated continuing professional education requirements applicable to the credentialing requirements of the job.
38. Demonstrates applicable standards and practices of professional conduct and care in the performance of all duties and responsibilities within the scope of the job function.
39. Monitors respective work activity, and the work activity of others, for variances and anomalies.
40. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
41. Participates in audits, and in the preparation for audits, whether initiated internally or externally.
42. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

#### **General:**

43. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
44. Assists campus principal in the compilation of miscellaneous confidential reports.
45. Attends campus and district meetings, as required.
46. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
47. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
48. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
49. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
50. Performs other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

1. Observes employee performance, records observations, and conducts evaluation conferences. Serves as second appraiser as needed for the designated teacher appraisal system.
2. Supervises one or more employees at a time.
3. Directs, or otherwise oversees, the selection, onboarding, training, performance management, evaluations, and supervision of assigned campus staff in collaboration with the campus principal.
4. Rewards employees and initiates, or otherwise oversees, personnel actions including documentation and termination under the guidance of the campus principal.
5. Addresses questions, issues, and related matters from assigned staff in a timely and appropriate manner.

#### **MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- Master's degree in educational administration, or related field from an accredited university
- Active, In Good Standing, and Duly Obtained Standard, Intern, or Probationary Texas Principal Certification or Mid-Management Certification from an accredited organization
- Two years of experience working in a classroom teaching capacity
- Two years of experience working in a leadership role; or
- An equivalent combination of education and work experience

#### **CORE KNOWLEDGE, SKILLS & ABILITIES:**

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**Continuous Improvement** – Ensures work meets or exceeds standards, as well as identifies and implements ways to make job tasks or processes more efficient.

**Managerial Courage** – Tactfully dispenses direct and actionable feedback, is open and direct with others without being intimidating, and deals head-on with matters of problematic complexity.

**Interpersonal Skills** – Exhibits the ability to excel in a team atmosphere, and works towards a common goal while adhering to applicable guidelines.

**Stress Management** – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

### PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position is performed within an indoor and climate-controlled setting the majority of the time, with occasional exposure to an outdoor and non-climate controlled setting, and occasional lifting and/or carrying of objects up to 25lbs. Work environment can contain frequent interruptions, occasional travel district wide and extended and irregular hours.

### EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_