
Job Description – Assistant Principal – Elementary/Middle School

Primary Function: Under the direction of the Principal, assists in administration; confers with students and/or parents on disciplinary problems which are referred by teachers; and assists in developing sound instructional programs within the school.

Responsibilities/Duties:

Instructional Management

- Participates in the development and evaluation of educational programs
- Encourages and supports the development of innovative instructional programs, helping teachers to pilot such efforts when appropriate
- Promotes the use of technology in the teaching/learning process

School/Organizational Climate

- Promotes a positive, caring climate for learning
- Deals sensitively and fairly with persons from diverse cultural backgrounds
- Communicates effectively with students and staff

School/Organizational Improvement

- Participates in development of campus improvement plans with staff, parents and community members
- Assists principal in developing, maintaining and using information systems to maintain and to track progress on campus performance objectives and academic excellence indicators

Personnel Management

- Observes employee performance, records observations and conducts evaluation conferences; may serve as a second appraiser in the Professional Development and Appraisal System
- Assists principal in interviewing, selecting and orienting new staff

Administration and Fiscal/Facilities Management

- Supervises operations in the principal's absence
- Assists in the administration of the daily organization of the school including class scheduling, teacher assignments and extracurricular activity schedules
- Supervises the reporting and monitoring of student attendance and works with the attendance secretary on follow-up investigations
- Works with department heads and faculty in compiling annual budget requests based on documented program needs
- Requisitions supplies, textbooks, and equipment; checks inventory; maintains records; and verifies receipts for such material
- Assists in safety inspections and safety drill practice activities
- Implements policies established by federal and state law, State Board of Education rules and the local board
- Coordinates custodial and other support services

Student Management

- Assures that students are adequately supervised during non-instructional periods
- Helps develop a student discipline management system that results in positive student behavior
- Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable
- Conducts conferences with parents, students and teachers concerning school and student issues
- Presents for students a positive role model that supports the mission of the school district

Professional Growth and Development

- Participates in professional development to improve skills related to job assignments

School Community Relations

- Articulates the school's mission to the community and solicits its support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs
- Uses appropriate and effective techniques for community and parent involvement

Supervisory Responsibilities

- Shares supervisory responsibility for professional staff with school principal
- Teachers, custodians, paraprofessionals and clerical personnel and others when assigned by principal

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- School administrative operations
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Coordinate campus support operations
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action

- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Master's degree. Texas mid-management or other appropriate Texas certificate. T-TESS Appraiser Certification or willingness to obtain upon hire. Valid Texas teaching certification. Capability equivalent to that normally achieved through six to eight years of progressive professional experience. Minimum three years of experience as a classroom teacher.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 217 work days. See current salary for Administrative Compensation Plan.

Revised: 12.4.23

The foregoing statements describe the general function 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.

Employee Signature

Date