



Position: Assistant Principal

Assignment: Assistant Principal – HS

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: AP663/208 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist and support the school principal in overall administration and instructional leadership of campus level operations. Coordinate with the principal to develop and establish high academic standards to ensure attainment of District and campus goals and work closely with the principal and the teaching and learning division to develop, implement and assess the campus instructional programs. Assist principal in building and strengthening leadership teams on the campus through collaboration and shared decision making. Support the principal and campus staff, students, and the community in understanding and implementing the four cornerstones of student learning, student experience, community engagement, and resource stewardship.

Qualifications:

Minimum Education/Certification:

- Master's degree (Educational Administration preferred)
- Valid Texas Administrative (Principal/Mid-Management) Certificate

Special Knowledge/Skills/Experience:

- Minimum of 5 years of successful classroom teaching experience; or
- Minimum of 3 years of experience in successful leadership roles at campus level
- Demonstrate ability to work collaboratively with staff, students, parents, and community to create learning environments that support the needs of all learners.
- Exceptional interpersonal, oral, and written communication skills.
- Knowledge of the integral components and relationships that comprise effective schools.
- Understand student needs in a digital, globalized world and possess the ability to work with a variety of digital tools and resources that help teachers and students produce powerful authentic work.
- Demonstrate extensive knowledge of assessment and accountability systems, data collection, disaggregation, management, and analysis.
- Excellent organizational skills.
- Demonstrate exemplary use of technology for learning and administrative tasks.
- Ability to manage resources efficiently and effectively.

Major Responsibilities and Duties:

- Demonstrate success as a teacher leader.
- Possess good listening skills.
- Demonstrate integrity and ethics serving as a positive role model.
- Act as a change agent committed to making engagement central for everyone.
- Support instructional design that provides a variety of relevant experiences to engage students and encourage risk-taking, flexibility, and creativity.

- Support, assist, and provide professional learning through a variety of pathways for parents and campus personnel to support strategies such as project/problem-based learning, and design lessons for high quality student engagement.
- Engage with faculty and staff on promoting and designing learning opportunities focusing on college and career readiness standards.
- Explore curriculum innovations that address embedding relevant and real-world applications, future ready skills, emotional/social character development, and international learning standards/benchmarks.
- Conduct and document classroom visits to provide feedback, assistance, reflection, and support to campus staff which supports the district's core beliefs, vision, and mission goals and objectives of Strategic Design and the four cornerstones.
- Support teachers through professional learning related to developing and using learner-centered, authentic formative and summative assessments to inform instruction and meet the needs of all learners.
- Facilitate use of high-quality rubrics that allow for student self-reflection and evidence of learning progression across grades, courses and/or subjects.
- Remain current in leadership, curriculum, instruction, assessment, best practices, research, and literature in the areas of innovative organizational strategies.
- Utilize research skills, through examination of district policy and other schools who demonstrate innovative practices prior to making recommendations and acting.
- Serve on advisory committees and planning teams at the campus and district level.
- Follow direction established by the Principal, Superintendent and Board of Trustees.
- Adhere to district procedures, guidelines, and policies.
- Assist Principal in providing leadership in addressing challenges facing education.
- Prepare, maintain, and present all information, reports, and records as required.
- Utilize time wisely for effective management of job responsibilities.
- Participate in activities that promote district and community relations.
- Maintain punctuality in daily work times, appointments, and meetings.
- Meet task completion deadlines established by the Principal and District.
- Maintain a positive and professional tone in all communications, i.e., email, social media, written, nonverbal and verbal.
- Present a professional image in grooming and attire and serve as a role model for campus staff.
- Successfully complete all other duties as assigned by the school principal.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior.
- 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.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name