



Job Description Montgomery Independent School District

Job Title: Special Programs Assistant Principal

Exemption Status/Test: Exempt/Administrator

Reports to: Principal

Date Revised: April 2026

Dept./School: Assigned Elementary Campus

Salary: PG 4 Admin/Prof – 207 days

Primary Purpose:

Direct and manage assigned areas of instructional program and campus operations. Oversee assigned student activities and services. This position is partially funded through CCEIS grant funds for the purpose of reducing disproportionality.

Qualifications:

Education/Certification:

Master's degree from accredited university
Texas principal or other appropriate Texas certificate
Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser
Special Education Certification preferred
Texas Principal Evaluation and Support System (TPESS) training preferred

Special Knowledge/Skills:

Knowledge of campus operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:

Three years of successful experience as a classroom teacher
Special Education experience preferred
Behavior Management experience preferred

Major Responsibilities and Duties:

Instructional Management

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.
2. Reinforce expectations for staff performance regarding instructional strategies and classroom management.
3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

School/Organizational Improvement

4. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.
5. Participate in development of campus improvement plans with staff, parents, and community members.
6. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators for students in groups that were significantly overidentified or disproportionate.

Student Management

7. May act as campus behavioral coordinator in accordance with state laws and regulations.
8. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
9. Ensure that school rules are uniformly applied, and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.



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10. Conduct conferences about student and school issues with parents, students, and teachers.
11. Ensure that students are adequately supervised during noninstructional periods.
12. Gather, review, and analyze discipline data to determine the factors contributing to significant disproportionality.
13. Support through modeling and training to successfully transition students receiving special education into a classroom with general education peers.
14. Implement procedures, such as restorative practices and MTSS Intervention strategies, to reduce the number of suspensions and expulsions as the typical method of discipline.
15. Provide training for general education teachers on accommodating diverse learning and behavioral needs.
16. Coordinate training for staff in evidence-based behavior observation and data collection techniques.

Administration and Fiscal/Facilities Management

17. Take a leadership role in planning and scheduling of daily school activities including the development of class schedules, teacher assignments, and extracurricular activity schedules.
18. Coordinate with the district specialized learning department to ensure campus special education classrooms programs are implemented with fidelity.
19. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
20. Work with special education department head and faculty to compile budget requests based on documented program needs.
21. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.
22. Comply with district policies, state and federal laws, and regulations affecting schools.

Personnel Management

23. Observe employee performance, record observations, and conduct evaluation conferences with an emphasis on special education staff. Serve as second appraiser as needed for designated teacher appraisal system.
24. Assist principal in interviewing, selecting, and orienting new special education staff.

School/Community Relations

25. Articulate the school's mission to community and solicit its support in realizing the mission.
26. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Other

27. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: 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

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name _____ ID # _____ Campus _____

Signature _____ Date _____