



<b>TITLE:</b>	<b>Assistant Principal, High School</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Principal</b>	<b>TERMS:</b>	<b>213 Days</b>
<b>DEPARTMENT:</b>	<b>Assigned Campus</b>	<b>PAY GRADE:</b>	<b>AP7, Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

Assist the school principal in the overall administration of the instructional program and operations at the campus level. Coordinate assigned activities and services.

**QUALIFICATIONS:****Education/Certification:**

Valid Mid-Management or Principal's Certification

Master's degree from an accredited college or university (preferred)

**Special Knowledge/Skills:**

Texas assistant principal or other appropriate Texas certificate

Certified in the state appraisal system

Instructional Leadership Training

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Three years successful experience as a classroom teacher

Assistant Principal experience desired

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

**Essential Functions:**

1. Participate in the development and evaluation of educational programs.
2. Encourage and support the development of innovative instructional programs; helping teachers pilot such efforts when appropriate.
3. Provide appropriate time, resources, and materials to support staff in accomplishing educational goals.
4. Facilitate the use of technology in the teaching/learning process.
5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Employ effective interpersonal skills.
8. Participate in collaborative processes to develop campus improvement plans with staff, parents, and community members.

9. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus performance objectives.
10. Assess and respond to needs related to job responsibilities.
11. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as a teacher supervisor and/or other appraiser in the district appraisal system.
12. Assist principal in interviewing, selecting, and orienting new staff.
13. Serve as principal in the absence of the regular principal.
14. Assist in the administration of the daily organization of the school including class scheduling, teacher assignment, and extra-curricular activities.
15. Assist in the reporting and monitoring of student attendance and work with the attendance and work with the attendance supervisor on investigative follow-up program needs.
16. Assist in compiling annual budget requests based upon documented program needs.
17. Assist in the requisition of supplies, textbooks, and equipment; conduct inventories; maintain records; and verify receipts for such material.
18. Cooperate in the conducting of safety inspections and safety drill practice activities.
19. Assume responsibility for coordinating transportation, custodial, cafeteria, and other support services, as assigned.
20. Implement policies established by federal and state law, State Board of Education rule, and the local board.
21. Schedule substitutes for all staff.
22. Coordinate and provide adequate supervision of students during non-instructional periods.
23. Provide input to develop a student management system that results in positive student behavior.
24. Ensure school rules are uniformly observed and student discipline is appropriate and equitable.
25. Conduct conferences with parents, students, and teachers concerning school and student issues.
26. Present a positive role model for students which supports the mission of the school district.
27. Articulate the school's mission to the community and solicit support in realizing the mission.
28. Demonstrate awareness of school/community needs and initiate activities to those identified needs.
29. Deal sensitively and fairly with persons from diverse cultural backgrounds.
30. Use appropriate and effective techniques for community and parent involvement.
31. Take the initiative to develop needed professional skills appropriate to job assignment.
32. Perform duties in a responsible manner as defined in the Educators' Code of Ethics.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date