



TITLE:	Associate Principal - High School	STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	223 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AP7, Chapter 21 Contract

PRIMARY PURPOSE:

Assist in the direction and management of the high school instructional programs. Provide instructional leadership to ensure high standards of instructional service. Coordinate the implementation of district policies and instructional programs and manage the operations of all campus activities.

QUALIFICATIONS:

Education/Certification:

Valid Mid-Management or Principal's Certification
Master's degree from an accredited college or university

Special Knowledge/Skills:

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:

Five years of administrative experience preferred
Three years teaching experience (secondary preferred)

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. Monitor instructional and managerial processes to ensure that program activities are related program outcomes and use these findings for corrective action and improvement.
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students, parents, and community representative (when appropriate).
3. Provide instructional resources and materials to support the teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
5. Provide for two-way communication with administrators, staff, students, parents, and community.

6. Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.
7. Facilitate effective and timely resolution of conflicts.
8. Determine and build a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of school's mission.
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to facilitate school improvement.
10. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives.
11. Participate in interviewing and selecting new staff.
12. Define expectations for staff performance regarding instruction strategies, classroom management, and communication with the public.
13. Observe employee performance, record observation, and conduct evaluation conferences with all staff.
14. Make recommendations to the high school principal relative to personnel placement, transfer, retention, promotion, and dismissal.
15. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
16. Comply with district policies, as well as state and federal laws and regulations affecting the schools.
17. Participate in the development of budgets based upon documented program needs, estimate enrollment, personnel, and other fiscal needs; implement programs within budget limits; maintain fiscal control, accurately report fiscal information.
18. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
19. Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate.
20. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
21. Conduct conferences with parents, students, and teachers concerning school and student issues.
22. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development to improve performance.
23. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
24. Observe professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics.
25. Involve campus staff in the planning of staff development activities.

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.

Signature

Printed Name

Date