



TITLE:	Assistant Principal, Elementary	STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	204 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AP6 - Chapter 21 Contract

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
 Texas Assistant Principals or other appropriate Texas Certificate

Special Knowledge/Skills:

Instructional Leadership Training
 Bilingual (Spanish) preferred
 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 preferred

SUPERVISES:

Professional, paraprofessional, and auxiliary staff as assigned

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. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 35 pounds.

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. Participate in collaborative processes to develop campus improvement plans with staff, parents, and community members.
6. Assist principal in developing, maintaining, and using appropriate information systems and records necessary for attainment of campus performance objectives and academic excellence indicators.



7. Assess and respond to needs related to job responsibilities.
8. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as a teacher supervisor and/or other appraiser in the district's approved appraisal system.
9. Assist principal in interviewing, selecting, and orienting new staff.
10. Serve as principal in the absence of the regular principal.
11. Assist in the administration of the daily organization of the school including class scheduling, teacher assignment, and extracurricular activities.
12. 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.
13. Assist in the requisition of supplies, textbooks, and equipment; conduct inventories; maintain records; and verify receipts for such material.
14. Cooperate in the conducting of safety inspections and safety drill practice 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