Job Title: Elementary Assistant Principal  
Wage/Hour Status: Exempt

Reports to: Principal  
Pay Grade:

Dept./School: Assigned Campus and Level  
Date Revised: 02-14-2017

Primary Purpose:
Assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services.

Qualifications:

Education/Certification:
Master’s degree
Texas principal or other appropriate Texas certificate
T-TESS preferred
ILD, ILT or AEL preferred

Special Knowledge/Skills:
Thorough understanding of school operations
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to coordinate campus functions
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills

Experience:
Three years experience as a classroom teacher
Instructional leadership roles preferred

Major Responsibilities and Duties:

Instructional Management

1. Participate in development and evaluation of educational programs.

2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

3. Promote the use of technology in teaching/learning process.

4. Support teachers in collaborative learning environments such as the PLC.

5. Support and develop all teachers as literacy teachers (reading and writing).

6. Support the implementation of district initiatives.
School/Organizational Climate
7. Promote a positive, caring climate for learning.
8. Deal sensitively and fairly with persons from diverse cultural backgrounds.
9. Communicate effectively with students, staff, and parents.

School/Organizational Improvement
10. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management
11. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
12. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management
13. Supervise operations in principal's absence.
14. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
15. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
16. Work with department heads and faculty to compile annual budget requests based on documented program needs.
17. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
18. Assist with safety inspections and safety-drill practice activities.
19. Coordinate transportation, custodial, cafeteria, and other support services.
20. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management
21. Ensure that students are adequately supervised during noninstructional periods.
22. Help to develop a student discipline management system that results in positive student behavior.
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
24. Conduct conferences on student and school issues with parents, students, and teachers.
Professional Growth and Development

25. Participate in professional development to improve skills related to job assignment.

School/Community Relations

26. Articulate the school’s mission to community and solicit its support in realizing mission.

27. Demonstrate awareness of school-community needs and initiate activities to meet those needs.

28. Use appropriate and effective techniques to encourage community and parent involvement.

29. Other duties as assigned.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise 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

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.

Employee Signature ___________________________ Date ___________________________