



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Elementary Assistant Principal
REPORTS TO: Principal
DEPT/SCHOOL: Campus

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (3)
DAYS EMPLOYED: 207
DATE REVISED: November 2024

PRIMARY PURPOSE:

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

QUALIFICATIONS:

Education/Certification:

- Master's degree
- Principal certification
- Mid-Management certification
- Certified TTESS Appraisal System

Special Knowledge/Skills:

- Strong communication
- Public relations, and interpersonal skills
- Excellent organizational skills
- Thorough understanding of school administrative operations

Experience:

- Three years teaching (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Participate in the development and evaluation of educational programs.
2. Encourage and support the development of innovative instructional programs, helping teachers to 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.

School or Organization Climate

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Employ effective interpersonal skills.

School or Organization Improvement

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 and academic excellence

- indicators.
10. Assess and respond to needs related to job responsibilities.

Personnel Management

11. Observe employee performance, record observations, and conduct evaluation conferences with staff; serve as an appraiser in the TTESS.
12. Assist principal in interviewing, selecting, and orientating new staff.

Management of Administrative Functions

13. Serve as principal in the absence of the principal.
14. Assist in the administration of the daily organization of the school including class scheduling, teacher assignments, and extracurricular activities.
15. Supervise the reporting and monitoring of student attendance and work with the attendance supervisor on investigative follow-up actions.
16. Work with department heads and faculty in compiling annual budget requests based upon documented program needs.
17. Requisition 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.
20. Implement policies established by federal and state law, State Board of Education rule, and the local board.

Student Management

21. Coordinate and provide adequate supervision of students during non-instructional periods.
22. Provide input to develop a student 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 with parents, students, and teachers concerning school and student issues.
25. Present students a positive role model that supports the mission of the school district.

Professional Growth and Development

26. Take the initiative to develop needed professional skills appropriate to job assignment.
27. Demonstrate behavior that is professional, ethical, and responsible.

School/Community Relations

28. Articulate the school mission to the community and solicit its support in realizing the mission.
29. Supervise/coordinate campus parent involvement program.
30. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
31. Use appropriate and effective techniques for community and parent involvement.

SUPERVISORY RESPONSIBILITIES

32. Share supervisor responsibility for professional staff with school principal. Supervises teachers, custodians, paraprofessional and clerical personnel and others when assigned by principal.
33. Share supervisory responsibilities for extra-curricular and co-curricular activities, and other duties, as assigned.

EQUIPMENT USED:

- Computer
- And/or other forms of instructional technology and equipment

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbally and written)
- Ability to interpret policy, procedures and date
- Ability to coordinate campus functions
- Ability to maintain emotional control under stress
- Ability to problem-solve
- Ability to work collaboratively with others
- Ability to work on multiple projects/tasks within a given period of time

Physical Demands/Environment Factors:

- Ability to travel to all campuses throughout the district
- Ability to transport materials/supplies to be used in presentations and in work sessions with teachers

Other:

Prolonged and irregular hours; maintain emotional control under stress

REMOTE LEARNING:

Monitor virtual classroom environments to ensure learning and appropriate physical, social, and emotional development of students.

Be available by phone, email, or video conferencing during indicated work hours to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities of campus employees.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s Policy on Evaluation of Administrative Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____