

Job Title: Assistant Principal

Exemption Status: Exempt

Reports to: Principal

Contract: Certified

Dept./School: District-Wide

Pay Grades: P/AP-2A, 3A, or 3B

Date Revised: 10/03/2025

Days: 200, 202, 210

Primary Purpose:

Guided by SWISD's leadership commitment of growth, service and results, the campus Assistant Principal supports, supervises and helps manage both the instructional program and operations at the campus level. Supports the campus Principal in providing instructional leadership to ensure high standards of instructional service. Supports the campus Principal in directing the implementation of district policies and instructional programs and helps manage the operation of all campus activities.

Qualifications:

Education/Training:

Master's degree from an accredited college or university

Texas Mid-Management/Principal or Principal as an Instructional Leader Certificate (full certification required - no permit, temporary, or intern certificates)

Credentials required for teacher appraisal or eligible to obtain

Candidate must have a satisfactory outcome of the fingerprinting check/background check

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Strong organizational, communication, public relations, and interpersonal skills

Ability to manage personnel

Experience:

Minimum three years of experience as an effective classroom teacher

Three years of experience in instructional leadership roles

Major Responsibilities and Duties:

Instructional Management - Assistant Principal supports the campus Principal by:

1. Monitoring instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
2. Collaborate with staff and community to plan, implement and evaluate the curriculum on a systematic basis, include students, parents and community representatives when appropriate.

3. Providing instructional resources and materials to support teaching staff in accomplishing instructional goals.

School/Organizational Climate - Assistant Principal supports the campus Principal by:

4. Fostering collegiality and team building among staff; encouraging their active involvement in the collaborative decision-making process.
5. Facilitate two-way communication with Superintendent, staff, students, parents and community.
6. Communicating and promoting high expectations of staff and students; providing for recognition of excellence and achievement.
7. Facilitate effective and timely conflict resolution.

School/Organizational Improvement - Assistant Principal supports the campus Principal by:

8. Planning of activities and program implementation cooperatively with staff to ensure attainment of school's mission.
9. Supporting a collaborative process to develop a campus improvement plan.
10. Maintaining and using appropriate information systems and records necessary for monitoring the attainment of campus performance objectives.

Personnel Management - Assistant Principal supports the campus Principal by:

11. Interviewing and orienting new staff.
12. Observing employee performance, recording observations and conducting evaluation conferences with all staff.
13. Conferring with campus personnel regarding their professional growth; working jointly with them to develop and accomplish goals.

Administration and Fiscal/Facilities Management - Assistant Principal supports the campus Principal by:

14. Complying with district policies as well as state and federal laws and regulations affecting the campus.

Student Management - Assistant Principal supports the campus Principal by:

15. Collaborating with faculty and encouraging student input to develop a student management system that results in positive student behavior and enhances the school climate.
16. Ensuring that school rules are uniformly observed and that student discipline is appropriate and equitable following due process.
17. Conferring with parents, students and teachers concerning school and student issues.

Professional Growth and Development - Assistant Principal supports the campus Principal by:

- 18. Observing professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics.
- 19. Attendance at work is an essential function.
- 20. Perform other duties as assigned.

School Community Relations - Assistant Principal supports the campus Principal by:

- 21. Soliciting parental and community involvement in school.

Supervisory Responsibilities:

Supervising and providing for the evaluation of all campus personnel.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; 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)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Ability to concentrate (detailed work), communicate effectively (verbal and written); interpret policy, procedures, and data; reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate district functions, compile, compute, instruct, and 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.

Reviewed by _____ Date _____

Received by _____ Date _____