

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Elementary Assistant Principal

Work Days: 194

Reports to: Principal

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Gilbert Willie Sr. Elementary

Start Date: 2026-2027 School Year

Contact Person: Jasmine Castaneda
Human Resources Specialist

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 assistant principal or other appropriate Texas certificate
TAP (Teacher Advancement Program) certificate

Special Knowledge/Skills:

Thorough understanding of school operations including district policies, as well as state and federal laws and regulations, affecting the schools
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations

Experience:

Three years experience as a classroom teacher

Major Responsibilities and Duties:

Instructional Management

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs.
3. Promote the use of technology in teaching/learning process.

School/Organizational Climate

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students, staff, parents, community members, and administration.

School/Organizational Improvement

7. Participate in development of campus improvement plans with staff, parents, and community members.
8. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
9. Communicate and promote expectations for high-level performance from staff and students. Recognize excellence and achievement.

10. Facilitate effective and timely resolution of conflicts.

Personnel Management

11. Observe employee performance, record observations, and conduct evaluation conferences.
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. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
17. Assist with safety inspections and safety-drill practice activities.
18. Coordinate transportation, custodial, cafeteria, and other support services.
19. Comply with federal and state laws, State Board of Education rule, and board policy.
20. Facilitate Special Education meetings (ARDS) as assigned.
21. Conduct safety inspections and safety drill practice activities.

Student Management

22. Ensure that students are adequately supervised during non-instructional periods.
23. Help to develop and maintain a student discipline management system that results in positive student behavior.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate, equitable, and timely.
25. Conduct conferences on student and school issues with parents, students, and teachers.
26. Coordinate staff development training on effective discipline strategies.

Professional Growth and Development

27. Take the initiative to develop needed professional skills appropriate to job assignment.
28. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all campus staff.

School/Community Relations

29. Articulate the school's mission to community and solicit its support in realizing mission.
30. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
31. Use appropriate and effective techniques to encourage community and parent involvement.

Other:

32. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
33. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
34. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)

35. Perform other duties and accept other responsibilities as assigned

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide travel; occasional prolonged and irregular hours.

Daily in person attendance is an essential function for this position.

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

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org