

**Job Title:** ASSISTANT PRINCIPAL  
**Reports to:** Principal  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Exempt  
**Date Revised:** August 21, 2017

### **Primary Purpose**

Assist the school principal in overall administration of instructional program and campus level operations. Assists with management system that implements Head Start policies and procedures and provides administrative support with day to day functions of the delivery of all areas including compliance, education, health, nutrition and special services.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree

Texas assistant principal or other appropriate Texas certificate

Certified Professional Development and Appraisal System (PDAS) appraiser

### **Special Knowledge/Skills**

Thorough understanding of school operations

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

Ability to interpret policy, procedures, and data

### **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, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Assess individual and group needs of students based upon available and continuous data, and ensure that instructional needs are made for special population students and all students.
5. Ensure that all appropriate committees are effectively in place and are utilized (ARD, LPAC, Grade Level Placement, etc).
6. Ensure the effective development and implementation of the campus improvement plan by appropriately utilizing the PDM Team, campus staff, and central office staff.
7. Ensure that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.

### **School/Organizational Climate**

8. Promote a positive, caring climate for learning.

9. Deal sensitively and fairly with persons from diverse cultural backgrounds.
10. Communicate effectively with students and staff.
11. Ensure the quick resolution of conflicts.
12. Establish effective systems for communication and ensure that the communication loop is intact (newsletters; faculty meetings; department/grade level meetings; etc).

### **School/Organizational Improvement**

13. Participate in development of campus improvement plans with staff, parents, and community members.
14. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
15. Assist with building a common vision for school improvement.
16. Develop and effectively utilize a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

### **Personnel Management**

17. Assist with school mentor program and coach both new teachers and struggling teachers.
18. Assist principal in interviewing, selecting, and orienting new teachers.
19. Define expectations for staff performance with regard to instructional strategies, tests, and classroom management.
20. Works with campus principal and Planning Decision Making committee to plan professional development activities.

### **Administration and Fiscal/Facilities Management**

21. Supervise operations in principal's absence.
22. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
23. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
24. Work with department heads and faculty to compile annual budget requests based on documented program needs.
25. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
26. Conduct safety inspections and safety-drill practice activities.
27. Coordinate transportation, custodial, cafeteria, and other support services.
28. Comply with federal and state laws, State Board of Education rule, and board policy.
29. Disseminates and maintains accurate textbook records.
30. Adhere to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

### **Student Management**

31. Ensure that students are adequately supervised during non-instructional periods.
32. Help to develop a student discipline management system that results in positive student behavior in accordance with Student Code of Conduct and student handbook.
33. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
34. Conduct conferences on student and school issues with parents, students, and teachers.
35. Provide staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
36. Maintain and submit discipline records as required by the district and state.

### **Professional Growth and Development**

37. Participate in professional development to improve skills related to job assignment.
38. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

### **School/Community Relations**

39. Articulate the school's mission to community and solicit its support in realizing mission.
40. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
41. Use appropriate and effective techniques to encourage community and parent involvement.
42. Perform other duties as assigned by the Principal.
43. Maintain confidentiality of information.

### **Head Start and Pre-K Responsibilities**

44. Implement policies and procedures of the Head Start program to ensure program compliance and grant requirements.
45. Maintain various records, schedules, files (payroll and financial) for the purposes of documenting and providing reliable information for grant applications.
46. Work with teachers to develop and support their individual development plan including Practice Based Coaching in Head Start and related fields.
47. Monitor and manage the maintenance and safety of facilities and availability of supplies.
48. Attend parent meetings, Policy Council, and board of directors meetings as needed and requested.
49. Monitor and work closely with Family Service Coordinator on Family Engagement Curriculum Plan including School Readiness parent trainings, community engagement and Fatherhood Program.
50. Make administrative decisions in the absence of the Center Director as necessary and available.

**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.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_