

Job Description – Assistant Principal – Elementary/Middle School

Primary Function: Under the direction of the Principal, the Assistant Principal is responsible for directing and managing assigned areas of the instructional program and campus operations. This role involves overseeing student activities and services, conferring with students and parents regarding disciplinary issues, and assisting in the development of sound instructional programs to support the school's mission.

Responsibilities/Duties:

Instructional Management

- Encourage and support the development of innovative instructional programs, assisting teachers in piloting efforts when appropriate.
- Participate in program evaluation measures and make suggestions for improvement where needed.
- Reinforce expectations for staff performance regarding instructional strategies and classroom management.
- Promote the use of technology in the teaching/learning process.
- Participates in the development and evaluation of educational programs.
- Act as Administrator and / or facilitate ARD Committee Meetings.

School/Organizational Climate & Improvement

- Promote a positive, caring climate for learning and deal sensitively with persons from diverse cultural backgrounds.
- Foster collegiality and team building among staff, encouraging active involvement in decision-making.
- Take a leadership role in planning activities and implementing programs to ensure the school's mission is attained.
- Participate in the development of campus improvement plans with staff, parents, and community members.
- Use information systems to maintain records and track progress on performance objectives and academic excellence indicators.

Personnel Management

- Observe employee performance, record observations, and conduct evaluation conferences; serve as a second appraiser as needed.
- Assist the principal in interviewing, selecting, and orienting new staff members.

Administration and Fiscal/Facilities Management

- Oversee campus operations in the principal's absence.
- Assume leadership for planning and scheduling daily school activities, including class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise the reporting and monitoring of student attendance and work with staff to identify and address issues.

- Coordinate operational support services such as transportation, custodial, and cafeteria services.
- Assist in safety inspections and safety drill practice activities.
- Follow district safety protocols and emergency procedures.
- Comply with district policies, state and federal laws, and regulations affecting schools.

Student Management

- Act as the campus behavioral coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and an equitable school climate.
- Conduct conferences regarding student and school issues with parents, students, and teachers.
- Ensure students are adequately supervised during non-instructional periods.

School Community Relations

- Articulate the school's mission to the community and solicit support in realizing that mission.
- Demonstrate awareness of school-community needs and use effective techniques to encourage parent and community involvement.

Supervisory Responsibilities

- Share supervisory responsibility for professional staff with the school principal.
- Direct and evaluate the work of teachers, custodians, paraprofessionals, and clerical personnel as assigned.

Other

- Demonstrates behavior that is professional, ethical and responsible.
- Maintains confidentiality.
- Serves as a role model for all district staff.
- Participates in approved professional development opportunities.
- Performs other duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Working knowledge of curriculum and instruction, and the ability to evaluate instructional programs.
- Knowledge of campus administrative operations and relevant federal/state laws.
- Ability to manage budget and personnel effectively.
- Strong organizational, communication, and interpersonal skills using tact and patience.
- Ability to interpret and organize data to track campus performance.
- Ability to implement policy and procedures.

Ability to:

- Coordinate campus support operations.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Maintain regular and consistent attendance.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.

Education/Licenses/Experience:

Master’s degree from an accredited university. Texas principal certificate or other appropriate Texas administrative certificate. Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser (or willingness to obtain upon hire). Valid Texas teaching certification. Minimum three years of experience as a classroom teacher. Two years demonstrating instructional leadership (team leader, committee lead, instructional coach, etc.)

Working Conditions:

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; manage multiple complex projects concurrently.

Physical Demands/Environmental Factors:

Tools/Equipment: Standard office equipment and personal computers.

Posture: Frequent sitting, standing, walking, bending, and reaching.

Motion: Repetitive hand motions; frequent keyboarding.

Lifting: Frequent lifting and carrying of 15–44 pounds; occasional physical restraint of students to control behavior.

Environment: Work inside and outside (exposure to sun, heat, cold); may work prolonged or irregular hours.

Calendar and Salary Range: 220 work days. See current salary for Administrative Compensation Plan.

Revised: 4.7.26

The foregoing statements describe the general function 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.

Employee Signature

Date