## 2013-2014 ASSISTANT PRINCIPAL JOB DESCRIPTION

**Job Title:** Assistant Principal  
**Wage/Hour Status:** Exempt  
**Reports to:** Principal  
**Pay Grade:**  
- (104) Elementary, Intermediate, MS, CTEC  
- (105) 9th Grade, HS  
**Dept./School:** Assigned Campus  
**Date Revised:** 09/01/2013  
**Duty Days:**  
- (207A) Elementary  
- (217) Intermediate, MS, 9th Grade, HS, CTEC

### 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  
Certified Professional Development and Appraisal System (PDAS) appraiser

**Special Knowledge/Skills:**  
Thorough understanding of school operations  
Strong organizational, communication, public relations, and interpersonal skills  
Ability to coordinate campus functions  
Ability to implement policy and procedures

**Experience:**  
Three years experience as a classroom teacher  
Instructional leadership training  
Past experience as an administrator preferred

### Major Responsibilities and Duties:

#### Instructional Management

- Participate in development and evaluation of educational programs.  
- Encourage and support development of innovative instructional programs. Helping teachers pilot such efforts when appropriate.  
- Promote the use of technology in teaching/learning process.  
- Assist campus principal in vertical curriculum alignment and related instructional issues.
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- Assist campus principal with desegregation of TAKS date.

School or Organization Morale

- Promote a positive, caring climate for learning for staff, students, and parents.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively with students and staff.

School or Organization Improvement

- Participate in development of campus improvement plans with staff, parents, and community members.
- Help principal develop, maintain, and use information systems to maintain and record to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

- Observe employee performance, record, observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
- Assist principal in interviewing, selecting, and orienting new staff.

Management of Fiscal, Administrative, and Facilities Functions

- Supervise operations in principal’s absence.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
- Work with department heads and faculty to compile annual budget requests based on documented program needs.
- Requisition supplies, textbooks, and equipment; checks inventory; maintain records; and verify receipts for materials.
- Assist with safety inspections and safety-drill practice activities.
- Coordinate transportation, custodial, cafeteria, and other support services.
- Comply with federal and state laws, State Board of Education rules, and board policy.
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Student Management

- Ensure that students are adequately supervised during noninstructional periods.
- Help to develop a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- Conduct conference on student issues with parents, students, and teachers.

Professional Growth and Development

- Participate in professional development to improve skills related to job assignment.
- Assist campus principal in planning campus level professional development for teachers.
- The Principal or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

School or Community Relations

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

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.

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.

Employee Signature ________________________________ Date __________________

Printed Name __________________________________________