

West Orange-Cove CISD			
<b>JOB TITLE:</b>	<b>Assistant Principal – High School</b>		
<b>REPORTS TO:</b>	<b>Campus Principal</b>	<b>PAY GRADE:</b>	<b>ADM 4</b>
<b>DEPT./SCHOOL:</b>	<b>Assigned Campus</b>	<b>SERVICE DAYS:</b>	<b>215</b>
<b>FLSA:</b>	<b>Exempt</b>		

**PRIMARY PURPOSE:**

The assistant principal is to assume responsibility for assisting the school principal with the leadership, management, coordination, and administration of the various programs of the school within the framework of the philosophy and objectives established by board policy, consistent with statutes and standards of regulatory agencies, and in accordance with the administrative regulations and procedures. The assistant principal coordinates assigned student activities and services.

**QUALIFICATIONS:**

***MINIMUM EDUCATION/CERTIFICATION***

A Master's degree from an accredited college or university  
 Valid Texas teaching certificate  
 Texas mid-management or principal certification  
 Certified T-TESS appraiser preferred

***SPECIAL KNOWLEDGE/SKILLS***

Working knowledge of federal and state codes governing education  
 Ability to manage personnel and budget  
 Effective communication, public relations and interpersonal skills

***MINIMUM EXPERIENCE***

Minimum of three years of experience as a classroom teacher

**ESSENTIAL FUNCTIONS:**

**INSTRUCTIONAL  
MANAGEMENT:**

1. Assist in the development and maintenance of the school's instructional programs.
2. Assume responsibility for the proper care, storage, distribution and accounting of textbooks.
3. Promote use of technology in teaching/learning process.
4. Assist in the supervision and implementation of grade level and vertical team meetings on the campus.
5. Assist in conducting and documenting informal observations/walk-throughs.
6. Monitor instructional and managerial processes to ensure that program activities are relate to program outcomes and use findings to take corrective actions.
7. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

**SCHOOL/  
ORGANIZATIONAL  
CLIMATE:**

8. Initiate and support programs and actions which facilitate a positive, caring climate for learning in an orderly environment.
9. Deal sensitively and fairly with persons from diverse cultural backgrounds.
10. Assist in developing and implementing the school's safety program.
11. Assess the school climate and advance through team building and communication a clear sense of the campus and district mission statements.
12. Resolve conflicts at the lowest decision-making level possible and encourage others to do so.
13. Promote a positive image of the district in all communications.
14. Build bridges of support and good will between campus and central office staff.

## Assistant Principal – High School

### SCHOOL/ ORGANIZATIONAL IMPROVEMENT:

### PERSONNEL MANAGEMENT:

### ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT: STUDENT MANAGEMENT:

### SCHOOL/ COMMUNITY RELATIONS:

### PROFESSIONAL GROWTH AND DEVELOPMENT:

### OTHER DUTIES:

15. Demonstrate effective use of student achievement data in interpreting, reporting, and acting on results.
16. Contribute to district-wide school improvement efforts and the attainment of Texas Academic Performance Report Indicators as a member of the instructional team.
17. Be effective in scheduling activities and the use of resources needed to accomplish determined goals.
18. Use the T-TESS and other evaluation instruments appropriately and ensure that evaluations clearly and accurately represent staff performance.
19. Develop duty assignment rosters for personnel under the principal's supervision.
20. Responsible for scheduling substitutes for instructional employees.
21. Assist in the supervision and evaluation of non-professional staff.
22. Assist the principal in determining needs and compiling the budget each year.
23. Assist the principal in managing the student activities and programs.
24. Administer the school's discipline management plan.
25. Develop and communicate school guidelines for student conduct to students, staff, and parents.
26. Ensure that students are adequately supervised during non-instructional periods.
27. Attend school activities to assist with the supervision needed at extra curricular events. (athletic games, UIL events, etc.).
28. Use appropriate and effective techniques in communicating the total school program and the opportunities provided to students, parents, and the community.
29. Administer and/or assist with general staff meetings.
30. Assist in the planning and implementation of staff development activities.
31. Assist in making staff development presentations.
32. Perform other duties as assigned by the supervisor.

## SUPERVISORY RESPONSIBILITIES:

Share supervisory responsibility for professional staff with school principal  
Supervise teachers, certain paraprofessionals, and others as assigned

## WORKING CONDITIONS:

Maintain emotional control under stress  
Daily interaction with students, parents, staff, and members of the community  
Occasional district-wide and out-of-town travel  
Occasional prolonged and irregular hours

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Signature

Date