

West Orange-Cove CISD

JOB TITLE: Assistant Principal – High School

REPORTS TO: Campus Principal

PAY GRADE: ADM 4

DEPT./SCHOOL: Assigned Campus

SERVICE DAYS: 215

FLSA: Exempt

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.
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.

**SCHOOL/
ORGANIZATIONAL
CLIMATE:**

Assistant Principal – High School

SCHOOL/ ORGANIZATIONAL IMPROVEMENT:

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.

PERSONNEL MANAGEMENT:

ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT: STUDENT MANAGEMENT:

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.

SCHOOL/ COMMUNITY RELATIONS:

PROFESSIONAL GROWTH AND DEVELOPMENT:

OTHER DUTIES:

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