**Assistant Principal Intern**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Principal

**Dept/Campus:** Assigned Campus **Paygrade:** Teacher Payscale Plus Stipend

**Wage/Hour Status:** Exempt **Date Revised:** May 2020

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Primary Purpose: Develop building-level administrative skills by assisting the school principal in directing and managing the instructional program and supervising operations and personnel at the campus level. Assist in providing leadership to ensure high standards of instructional service. Help to ensure compliance with district policies, success of instructional programs, and operation of all campus activities.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor’s degree from accredited university

Valid Texas teaching certificate

Twelve hours toward Administrator certification

T-TESS Appraiser Certification

**Special Knowledge/Skills:**

Understanding of school administrative operations

Strong organizational, communication and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Participate in the development, administration, and evaluation of programs and processes, as assigned.
2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
3. Assist in developing and administering daily school activities such as class schedules, schedules for supervision of students during non-instructional times, extracurricular activities, etc.
4. Provide appropriate time, resources, and materials to support staff in accomplishing goals, as assigned.
5. Facilitate the use of technology in teaching/learning process, as assigned.
6. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.

1. Promote a positive, caring learning environment by modeling response to individual student need.

1. Assist in identifying and developing a common vision for school improvement with staff, parents and community.  Implement program improvements collaboratively with stakeholders to ensure attainment of the school’s mission.

1. Assist the principal in interviewing, selecting, and orienting new staff, as assigned.
2. Observe employee performance, record observations, and conduct evaluations (including conferences), as assigned.

1. Communicate and promote high-level performance expectations to staff and students.  Recognize excellence and achievement.

1. Assist the principal in developing, maintaining, and using appropriate information management systems necessary for the attainment of campus performance objectives and academic excellence indicators.
2. Oversee campus operations in the principal’s absence.
3. Comply with all district policies and state and federal laws and regulations affecting schools.

1. When assigned, manage the use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

1. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
2. Ensure that school rules are uniformly observed and student discipline administered is appropriate and equitable in accordance with the Student Code of Conduct and Student Handbook.
3. Conduct conferences with parents, students, teachers, and other administrators concerning school and student issues.

1. Take initiative to develop professional skills appropriate to the job assignment.
2. Demonstrate professional, ethical, and responsible behavior.  Serve as a model for all campus staff.

1. Articulate the school’s mission to the community and solicit support in realizing the mission.

1. Assist the principal in using appropriate and effective techniques to encourage community and parent involvement.

1. Serve as a model for active participation in all assigned trainings and meetings.

1. Work in a supportive and collaborative fashion with district personnel.

1. Articulate a positive image of the school, school district, and all district personnel.

1. Assess and respond to needs related to job responsibilities.  Work independently without supervision and complete tasks in an efficient manner.

**SUPERVISORY RESPONSIBILITIES:**

Shares supervisory responsibility for professional staff with school principal; supervise teachers, custodians, paraprofessionals and clerical personnel and others when assigned by principal.

**EQUIPMENT USED:**

Computer, printer, calculator, fax machine, copier, multi-line telephone system, and other modern office equipment.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to

remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear

focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the room and/or facility. Duties also include moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions. Frequent district wide and statewide 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, duties and skills that may be required.

Employee Date

Supervisor Date