**Assistant Principal for High School & Campus Operations**

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

**Reports To:** Principal

**Dept/Campus:** High School **Paygrade:** Pro-4

**Wage/Hour Status:** Exempt **Date Revised:** July 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 / FUNCTION:**

To provide for the systemic study and analysis of the teaching-learning process and the development, implementation, and evaluation of programs; To provide for the development, alignment, and implementation of quality curricula which will culminate in the demonstrated student mastery of all identified Texas Essential Knowledge and Skills and TISD Exit Competencies; To accomplish these goals it will be necessary and desirable to facilitate professional growth within the ranks of all personnel.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree

Valid Texas teaching certification

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

**Special Knowledge/Skills:**

Excellent organization, communication and interpersonal skills

Knowledge of state and local policies and procedures related to curriculum, instruction, graduation requirements, tech-prep, and related areas

Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere

Outstanding data entry skills

Working knowledge of computer technology and the associated software tools required

Ability to quickly establish rapport with both students and adults

Demonstrated zest for learning

Ability to analyze data for the purposes of decision making and planning

Calm and patient demeanor with students and others

**Experience:**

Minimum of two years of successful public school experience as a teacher

**EVALUATION:**

Assistant Principals employed by this district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Participate in the development and evaluation of campus educational programs.
2. Facilitate, through the professional growth of teachers and staff, improved student performance as measured by the STAAR-EOC.
3. Work cooperatively with the assigned campus principal and staff to collectively identify constraints in the design and/or implementation of the instructional delivery system.
4. Facilitate the development of an effective campus improvement plan and the desired implementation strategies to bring the identified goals to fruition.
5. Model effective classroom management and instructional techniques which when appropriately implemented by the classroom teacher will lead to improved student performance.
6. Assist in the planning and implementation of staff development programs designed to fulfill the professional growth needs as identified by the campus principal.
7. Provide leadership in the identification, evaluation, and selection of instructional programs, materials, and equipment with regard to the support of the district and campus improvement plans and the district exit outcomes.
8. Serve as liaison between the campus and central office regarding student assessment, improvement planning, and curriculum and instruction.
9. Facilitate the alignment of campus and district curricula with the TISD exit outcomes, the STAAR-EOC and nationally identified educational goals.
10. Attend and participate in appropriate staff development opportunities with an emphasis on encouraging other teachers to do likewise.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
13. Facilitate the development of a master schedule of classes.
14. Present for students a positive role model that supports the mission of the school district.
15. Maintain a positive and effective relationship with supervisors.
16. Comply with all district and local campus routines and regulations.
17. Effectively communicate with colleagues, students, and parents.
18. Assess and respond to needs related to job responsibilities.
19. Develop and coordinate a continuing evaluation of the programs within the areas of assigned supervision and implement changes based on those findings.
20. Develop and maintain effective individual and group relationships with students and parents.
21. Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
22. Facilitate student management as it relates to the extracurricular activities.
23. Coordinate the development and maintenance of all campus projects, events, and summer maintenance.
24. Coordinate and plan with district personnel regarding campus facility upgrades and improvements including general maintenance operations procedures.
25. Collaborate with district maintenance and operations directors to ensure campus facilities are properly maintained and operating efficiently.
26. Create, implement and monitor the campus summer maintenance program.
27. Coordinate daily management operations of the campus.
28. Coordinate and schedule work assignments with the building maintenance staff.
29. Develop needed professional skills appropriate to personal growth and professional job assignments.
30. Demonstrate behavior that is professional, ethical and responsible.
31. Articulate to the community the district's mission and goals in all areas of assigned responsibility and solicit its support in realizing the mission.
32. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
33. Demonstrate consumer sensitive techniques which will enhance customer service.
34. Work in a supportive and collaborative fashion with district personnel.
35. Articulate a positive image of the school district and school district personnel.

**SUPERVISORY RESPONSIBILITIES:**

Supervise students and staff in those areas deemed appropriate by the principal

**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 require repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending, lifting/transport of up to 35lbs 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 to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date