

<b>Job Title:</b>	Assistant Principal High School	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	203
<b>Dept./School:</b>	Assigned Campus	<b>Date Revised:</b>	July 1, 2024

**Primary Purpose**

Assist the school principal in overall administration of instructional programs and campus level operations. Coordinates assigned student activities and services.

**Qualifications****Education/Certification**

Master's Degree

Valid Texas Mid-Management, Administrator, or Principal's Certificate

Valid Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified

**Special Knowledge/Skills**

- Demonstrated ability as a classroom teacher
- Knowledge of instructional administration
- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties****Instructional and Program Management**

1. Serve as the campus behavior coordinator and is responsible for maintaining student discipline and addressing issues related to removing a student from class, as per state law and District policy.
2. Assist the principal in the overall administration of the school and serve as principal in the absence of the regular principal.
3. Act as chairperson of the ARD and/or LPAC committee as assigned by the principal.
4. Serve as the Special Education, 504 Campus Coordinator as assigned by the principal.
5. Provide leadership to teachers in classroom management, discipline, curriculum, and instructional techniques.
6. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
7. Assist the other assistant principals in overseeing the operation of the local school campus in the absence of the principal.
8. Assist the principal in establishing, clarifying and implementing goals and objectives to ensure the attainment of the school's mission.
9. Assist in the establishing and clarifying of short-range and long-range goals.
10. Assist the principal in the management of administrative functions, which may include safety, transportation, support services, and registration.
11. Assist with the scheduling of extracurricular activities in conjunction with the student activities manager and graduation coach.
12. Assist the school campus patrol to promote school safety.
13. Supervise the student and faculty parking lots.
14. Supervise the security at all extracurricular activities.
15. Coordinate and manage parent, teacher, and student meetings concerning discipline.
16. Manage the Campus Improvement Team as assigned by the principal.
17. Assist the principal with the supervision of extracurricular activities.

18. Supervise the Bilingual Education/Dual Language programs at principal's request.
19. Supervise the on-site Alternative School Program and In-School Suspension Program.
20. Manage the maintenance and recruitment of the VIPS as assigned by the principal.
21. Assist the principal in providing a clean and orderly building.
22. Perform other duties as assigned by supervisor.

**Monitor Programs**

23. Conduct classroom observations and serve as an appraiser in the teacher evaluation system.
24. Conduct safety inspections and safety drill per school activities.

**Student Management**

25. Develop, promote and communicate a student management system that results in positive student behavior, improve student attendance and enhance a climate conducive to teaching and learning.
26. Assist the principal in implementing and maintaining discipline of the student body.
27. Coordinate the transportation of all students.
28. Supervise the loading of buses and issue student bus cards.
29. Supervise attendance and truancy.

**Policy, Reports and Law**

30. Serve as the Attendance Coordinator to enforce the limits on student absences and tardies according to Board Policy.
31. Keep informed of and comply with all regulations and policies of local district, state and school concerning curriculum, student management, and personnel.
32. Implement the policies and directives of the Board of Trustees and TEA.
33. Inform the principal promptly of all cases of extreme dangers or disaster where it would be necessary to set aside Board Policy or Administrative Regulations.

**Budget and Inventory**

34. Assist the principal by maintaining an accurate accounting system for all district assigned technology/devices issued to staff and students as the principal may direct.
35. Assist the principal by managing the bi-annual and annual inventory of all district assigned technology/devices.
36. Assist the principal by preparing an inventory report required by district and state.
37. Assist the principal by establishing communication accordingly with students, parents, and 1:1 Student Device Initiative on lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
38. Assist the principal by communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.

**Personnel Management**

39. Share supervisory responsibility for professional staff with school principal.
40. Assist the principal in the supervision of support personnel.
41. Assume responsibility for substitutes when assigned by the principal.
42. Assist the principal in the supervision of campus personnel who manage inventories, records, textbooks, and registration.
43. Participate in activities to enhance personal leadership skills.

**Communication and Community Relations**

44. Serve with parents, faculty, and student groups to accomplish educational objectives and community needs.
45. Assist the principal in promotion of parent and community relations.

**Supervisory Responsibilities**

Assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional prolonged and irregular hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.