

Job Title: Assistant Principal Early College HS	Wage/Hour Status: Exempt
Reports to: Principal	Pay Grade: 203
Dept. /School: Assigned Campus	Date Revised: July 1, 2024

Primary Purpose

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

Qualifications**Education/Certification**

Master's Degree

Valid Texas Mid-Management, Administrator, or Principal Certificate

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

Special Knowledge/Skills

- Demonstrate 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. Serve as chairperson of the ARD and/or LPAC committees as assigned by the principal.
4. Provide leadership to teachers in classroom management, discipline, curriculum, and instructional techniques.
5. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
6. Maintain grade records and establish processes for reporting.
7. Participate in site-based decision making process.
8. Work with El Paso Community College and other school district personnel in goal setting and planning.
9. Assist the principal in establishing, clarifying, and implementing goals and objectives to ensure the attainment of the school's mission.
10. Assist the principal in the management of administrative functions, which may include safety, support services, registration, and scheduling.
11. Manage technology equipment used to process attendance, grading, and PEIMS data.
12. Responsible for master schedule.

Monitor Programs

13. Monitor the conduct of students and parents at public activities.
14. Conduct classroom observations and serve as an appraiser in The Teacher Evaluation System (TTAS).

School/Organizational Climate

15. Assist the principal in providing a positive school climate conducive to teaching and learning.
16. Utilize all resources of the district and the community in developing the most effective educational program.

Policy, Reports, and Law

17. Keep informed of and comply with all regulations and policies of the local district, state, and school concerning curriculum, student management, and personnel.
18. 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.
19. Provide to the principal and administrators, as requested reports of grades for analysis purposes.

Budget and Inventory

- 20. Assist the principal with budget and fiscal needs (supplies and equipment).
- 21. Assist the principal to maintain an accurate accounting system for all district assigned technology/devices issued to staff and students as the principal may direct.
- 22. Assist the principal with bi-annual and annual inventory of all district assigned technology/devices.
- 23. Assist the principal with preparation inventory reports required by district and state.
- 24. Assist the principal establish 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.
- 25. Assist the principal with communication and documentation of identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.

Personnel Management

- 26. Share supervisory responsibility for professional staff with school principal.
- 27. Assist the principal in establishing job duties and areas of budgeted authority as it relates to managing student records.
- 23. Participate in activities to enhance personal leadership skills.

Communication and Community Relations

- 28. Serve with El Paso Community College, parent, faculty, and student groups to accomplish educational objectives and community needs.
- 29. Assist the principal in the promotion of parent and community relations.
- 30. Communicate with and work for related organizations or persons to administer or recruit and organize to conduct testing to include TAAS, TASP, NTAP, PSAT, SAT, ACT, PACT, ASVAB, and SLEP.

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

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: _____

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 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy
 Employee: _____
 Date: _____

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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.