

Job Title: Assistant Principal HS Guidance and Instruction **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 overall administration of instructional programs, promoting College and Career Readiness initiatives and campus level operations. Coordinate assigned student activities and services.

Qualifications**Education/Certification**

Master's Degree

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

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. Assist the principal in the overall administration of the school and serve as principal in the absence of the regular principal.
2. Act as chairperson of the ARD and/or LPAC committees as assigned by the principal.
3. Provide leadership to teachers in classroom management, discipline, curriculum, and instructional techniques to prepare students for college-ready rigor.
4. Provide instructional resources and materials to support teaching staff in maximizing College and Career Readiness instructional goals.
5. Maintain grade records and establishes processes for reporting.
6. Participate in site-based decision-making process.
7. Work with other school district personnel to promote Advanced Placement and dual credit goals.
8. Assist the principal in establishing, clarifying, and implementing goals that will maximize the opportunity for students to pursue higher education.
9. Assist the principal in the management of administrative functions, which may include safety, support services, registration, and increase Advanced Placement and dual credit class opportunities with scheduling.
10. Manage technology equipment used to process attendance, grading, and PEIMS data.
11. Responsible for maximizing the Advanced Placement International Baccalaureate, and/or dual credit class within the master schedule.
12. Responsible for aligning the students' Program of Study with their academic and elective course selections.
13. Responsible for CCR campus program.
14. Provide supervision for campus-wide assessment program to include state mandated assessments.

Monitor Programs

15. Monitor pre-registration process for 8th-12 grades.
16. Monitor the conduct of students and parents at public activities.
17. Conduct classroom observations and serve as an appraiser in the teacher evaluation system (PDAS).

18. Monitor and review student credit audits each semester using TEAMS and the College and Career Readiness Planner (CCRP).
19. Monitor campus-wide assessment program to include collaboration with Campus Testing Coordinator and senior attendance clerk during testing window.

School/Organizational Climate

20. Assist the principal in providing a positive school climate conducive to teaching and learning.
21. Utilize resources of the district and the community in developing a college-ready climate.

Policy, Reports, and Law

22. Keep informed of and comply with regulations and policies of the local district, state, and school concerning curriculum, student management, and personnel as it relates to post-secondary education.
23. 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.
24. Provide to the principal and administrators, grade reports for analysis purpose and target curriculum to better address student post-secondary academic preparedness, as requested.

Budget and Inventory

25. Assist the principal with budget and fiscal needs (supplies and equipment) to promote College and Career Readiness initiatives.
26. 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.
27. Assist the principal with communication with students, parents, administration, and 1:1 Student Device Initiative on lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
28. Assist the principal with bi-annual and annual inventory of all district assigned technology/devices.
29. Assist the principal with preparation of inventory reports required by district and state.
30. 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

31. Share supervisory responsibility for professional staff with school principal.
32. 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. Involve parents, faculty, and student groups to create and promote a college mindset.
29. Assist the principal in the promotion of parent and community relations.
30. Communicate with related organizations or personnel to promote students to take college entry tests and required assessments.

Supervisory Responsibilities

Assigned personnel, including counseling staff, registrar, and graduation coach

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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Job Title: _____
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.