

Job Title: HIGH SCHOOL VICE PRINCIPAL
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date: July 27, 2026

Primary Purpose

Assist the school principal in the management, development, and implementation of key elements of the campus' strategic efforts. Provide leadership to ensure high standards of instructional service. Assist in overseeing compliance with district policies, the success of instructional programs, and the operation of all campus activities.

QUALIFICATIONS

Education/Certification

Master's degree from an accredited university
Texas Principal Certificate
Certified Texas Teacher Evaluation & Support System (T-TESS) Appraiser
Certified Texas Principal Evaluation & Support System (T-PESS) Appraiser

Special Knowledge/Skills

Thorough understanding of school operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional programs and teaching effectiveness
Ability to coordinate campus support operations
Ability to implement policy, procedures, and data
Strong organizational, communication, and interpersonal skills

Experience

Three years of experience as a classroom teacher
Two years of experience as an Assistant Principal or District Leader

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
2. Assist the principal in monitoring instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
3. Assist in assessing individual and group needs of students based upon available and continuous data, and ensure that instructional needs are made for special population students and all students.
4. Oversee the campus Pathways in Technology Early College High School (P-TECH) program. Serve as instructional leader in development and improvement of the program
5. Serve as the campus LEA representative in all appropriate committees as assigned (ARD, 504, Grade Level Placement, etc).
6. Assist the principal in the development of the campus master schedule, ensuring the coordination and cooperation with other connected campuses. (Del Rio Freshman, Early College High School, Blended Academy, Career Technical Education Center, Student Guidance and Learning Center)
7. Assist the principal in overseeing the monitoring of the counseling department initiatives and priorities as assigned by the district or campus leadership including but not limited to monitoring counselor time trackers, student class schedule, CCMR tracking, student transcript reviews, verify the review of student GPAs, verify the review of student accommodations for state assessments, and ensure Advanced Placement testing registration.
8. Assist the principal in overseeing the counseling department's mental health, Child Protective Services, and social emotional cases, and coordinate communication with outside agencies.
9. Serve as the Campus Testing Coordinator to facilitate and coordinate campus state STAAR/EOC testing.

School/Organizational Climate

10. Promote a positive, caring climate for learning.
11. Deal sensitively and fairly with persons from diverse cultural backgrounds.
12. Communicate effectively with parents, students, and staff.
13. Ensure the effective and quick resolution of conflicts.
14. Assist in establishing effective systems for communication and ensure that the communication loop is intact (newsletters; faculty meetings; department/grade level meetings; etc)

School/Organizational Improvement

15. Assist principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
16. Assist in building a common vision for school improvement with staff.
17. Assist in directing planning activities and putting programs in place with staff to ensure attainment of the school's mission.
18. Assist to develop and effectively utilize a standard organizational and operational procedures handbook to facilitate communication and state expectations for individual and staff responsibilities.

Personnel Management

19. Assist with school mentor program and coach both new teachers and struggling teachers.
20. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
21. Assist principal in interviewing, selecting, and orienting new teachers.
22. Assist to define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
23. Observe employee performance, record observations, and conduct evaluation conferences with staff.
24. Work with campus principal and Planning Decision Making committee to plan professional development activities.

Administration and Fiscal/Facilities Management

25. Supervise operations in principal's absence.
26. Assist the principal in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
27. Assist the principal in the development of campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control and accurately report fiscal information.
28. Comply with district policies and state and federal laws and regulations affecting the school system.
29. Adhere to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

Student Management

30. Ensure that students are adequately supervised during non-instructional periods.
31. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and the student handbook.
32. Conduct conferences on student and school issues with parents, students, and teachers when appropriate.
33. Provide staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
34. Maintain and submit discipline records as required by the district and state.

Professional Growth and Development

- 35. Participate in professional development to improve skills related to job assignment.
- 36. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- 37. Establish annual goals for professional growth and development. In order to accomplish stated goals, incorporate district training and other resources such as various professional association, Education Service Centers, etc.

School/Community Relations

- 38. Articulate the school’s mission to community and solicit its support in realizing mission.
- 39. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 40. Use appropriate and effective techniques to encourage community and parent involvement.
- 41. Perform other duties as assigned by the principal.
- 42. Maintain confidentiality of information.

Supervisory Responsibilities

- 43. Assist the principal in supervising and evaluating the performance of staff assigned to the campus, including teacher(s), counselor(s), and clerical staff.
- 44. Assist the principal in overseeing and evaluating the counseling department staff and initiatives.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. Occasional district wide 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 and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____