

**Job Title:** ASSISTANT PRINCIPAL  
**Reports to:** Principal  
**Dept./School:** Assigned Campus  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 30, 2026

### **Primary Purpose**

Assist the principal in directing and managing instructional programs and supervising operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Assist in overseeing compliance with district policies, success of instructional programs, and operation of all campus activities

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree

Texas principal or other appropriate Texas 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

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

Ability to interpret policy, procedures, and data

### **Experience**

Three years experience as a classroom teacher

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instructional Management**

1. 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.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
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. Assist to ensure that all appropriate committees are effectively in place and are utilized (ARD, LPAC, Grade Level Placement, etc).
5. Assist to ensure the effective development and implementation of the campus improvement plan by appropriately utilizing the PDM Team, campus staff, and central office staff.
6. Assist to ensure that the Campus Improvement Plan is aligned with the District Improvement Plan and that district-wide instructional initiatives are effectively implemented.

### **School/Organizational Climate**

7. Promote a positive, caring climate for learning.
8. Deal sensitively and fairly with persons from diverse cultural backgrounds.
9. Communicate effectively with parents, students, and staff.
10. Ensure the effective and quick resolution of conflicts.
11. 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**

11. Participate in development of campus improvement plans with staff, parents, and community members.
12. Assist principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
13. Assist in building a common vision for school improvement with staff.
14. Assist in directing planning activities and putting programs in place with staff to ensure attainment of the school's mission.
15. 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**

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

### **Administration and Fiscal/Facilities Management**

22. Supervise operations in principal's absence.
23. Assist the principal in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
24. Assist with supervising the reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
25. Assist 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.
26. Assist in compiling, maintaining, and filing all physical and computerized reports, records, and other documents required, including accurate and timely reports of maximum attendance to requisition textbooks.
27. Conduct safety inspections and safety-drill practice activities.
28. Comply with district policies and state and federal laws and regulations affecting the school system.
29. Assist in the management of the use of school facilities and resources. Assist in supervising maintenance of facilities to ensure a clean, orderly, and safe campus.
30. Adhere to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

### **Student Management**

31. Ensure that students are adequately supervised during non-instructional periods.
32. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
33. 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.
34. Conduct conferences on student and school issues with parents, students, and teachers.

- 35. Provide staff development training, as appropriate for faculty to develop or enhance their skills in discipline management.
- 36. Maintain and submit discipline records as required by the district and state.

**Professional Growth and Development**

- 37. Participate in professional development to improve skills related to job assignment.
- 38. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- 39. 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**

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

**Supervisory Responsibilities**

- 45. Assist the principal in supervising and evaluating the performance of staff assigned to the campus, including teacher(s), counselor(s), librarian(s), instructional aide(s), and clerical staff.

**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.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_