

Job Title: ASSISTANT PRINCIPAL INTERN
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date: May 18, 2026

Primary Purpose

Assist the school principal in managing assigned areas of instructional program and campus-level operations. 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 or
Enrollment in a Master's degree program for Educational Leadership
Candidate for Texas Principal Certificate or
Texas Principal Certificate
Certified Texas Teacher Evaluation & Support System (T-TESS) Appraiser
Certified Texas Principal Evaluation & Support System (T-PESS) Appraiser

Special Knowledge/Skills

Knowledge of campus operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional programs and teaching effectiveness
Ability to interpret data
Ability to manage personnel
Ability to implement policy and procedures
Strong organizational, communication, and interpersonal skills

Experience

Three years of experience as a classroom teacher

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 make suggestions where improvement is needed.
3. Participate in program evaluation measures and make suggestions where improvement is needed.
4. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
5. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
6. Support the common vision for school improvement with staff. Assist with planning activities and implementing programs to ensure the attainment of the school's mission.
7. Assist principal in establishing campus performance objectives based on relevant student data.

School/Organizational Climate

8. Promote a positive, caring climate for learning.
9. Deal sensitively and fairly with persons from diverse cultural backgrounds.

10. Communicate effectively with parents, students, and staff.
11. Ensure the effective and quick resolution of conflicts.
12. 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

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

Personnel Management

16. Assists with mentoring, coaching and supporting new and struggling teachers.
17. Participate in interviewing, selecting, and orienting new teachers.
18. Assist to define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
19. Assist principal in defining expectations and monitoring staff performance.

Administration and Fiscal/Facilities Management

20. Assist in conduction safety inspections and safety-drill practice activities
21. 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.
22. Participate in the development of campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs.
23. Comply with district policies and state and federal laws and regulations affecting the school system.
24. Adhere to all district policies related to fiscal responsibilities (budget, activity funds, facilities, etc).

Student Management

25. Ensure that students are adequately supervised during non-instructional periods.
26. 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.
27. Conduct conferences on student and school issues with parents, students, and teachers when appropriate.

Professional Growth and Development

28. Participate in professional development to improve skills related to job assignment.
29. Complete any pending requirements of Master's degree program and Texas principal certification program.
30. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

School/Community Relations

31. Articulate the school's mission to community and solicit its support in realizing mission.
32. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.

- 34. Perform other duties as assigned by the Principal.
- 35. Maintain confidentiality of information.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

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: _____