



Flour Bluff Independent School District Job Description

JOB TITLE: Assistant Principal

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 206

REPORTS TO: Principal

DATE REVISED: 12/09

PRIMARY PURPOSE:

- The role of the Assistant Principal is to help facilitate and implement the district's instructional program, in a manner which is consistent with Board Policy and in accordance with statutes and standards of regulatory agencies, as directed by the Assistant Superintendent.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Master's degree
- Supervisor Certification as per Texas Education Agency
- Three years classroom experience

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Develops curriculum guidelines and standards according to district policies and administration procedures.

2. Supervises campus implementation of instruction for planned learning outcomes designed for all students: remediation-extension of defined essential elements and local objectives.
3. Assists in diagnosing student needs to adjust the instructional program to ensure acceleration, extension, or remediation appropriate to all students.
4. Supervises classroom instruction to promote an effective learning climate appropriate to planned learning objectives.
5. Supervises the instructional implementation and coordination of special programs with regular instruction to promote consistency of the district goals and compliance with guidelines of special programs.
6. Assumes accountability for reporting progress of instructional programs, conducting surveys or preparing informal documents to facilitate gathering data for program evaluation.
7. Analyzes, evaluates, and recommends new programs to promote enhancement or improvement in instructional implementation.
8. Assists in selecting textbook selection-coordinating sample copies for review and evaluation according to district continuums.
9. Schedules and participates in planning meetings and training sessions regarding curriculum and teaching strategies.
10. Disseminates information and collaboratively plans with faculty to improve accountability indicators, especially student performance in testing programs.
11. Assesses the instructional program through performing teacher observations, monitoring lesson plans, and compiling data: grade report statistics, course evaluations, and disaggregating STAAR scores.
12. Applies research, district studies and curriculum to improve the teaching/learning process of the content, scope, and sequence toward defined objectives/TEKS and College Readiness Standards.
13. Works closely with the Primary campus team and Early Childhood programs to develop a strong link and ensure students are well prepared for the rigor of high school and beyond.

ROLE 2: SCHOOL/ORGANIZATION CLIMATE

14. Coordinates non-instructional activities and services to support instructional program.
15. Demonstrates knowledge and enforcement of District Policies and Administrative Guidelines applicable to position.
16. Demonstrates initiative, cooperativeness, and flexibility in working with various components of the school.
17. Implements TEA guidelines relative to graduation plans, course content, and course sequencing.
18. Administers campus special programs (ESL, 504, GT, At-Risk), including maintenance of eligibility rosters and permission forms as assigned.

ROLE 3: SCHOOL/ORGANIZATION IMPROVEMENT

19. Communicates effectively with principal on matters related to the welfare of the school.
20. Serves as a resource person to teachers on classroom management.
21. Orientates staff on discipline standards and classroom management.
22. Coordinates, with the guidance department, forms, and consistent policies for student placement in courses.
23. Assists in the utilization of Accountability data and information for collaboration planning for campus improvement.

ROLE 4: PERSONNEL MANAGEMENT

24. Assists in personnel appraisals and instructional program evaluations as assigned.
25. Develops and supervises staff development through effective in-service programs and follow-up strategies to monitor effectiveness.
26. Provides input to principal regarding staffing needs.

ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

27. Recommends and requisitions appropriate materials and resources to enhance and support the instructional program.

ROLE 6: STUDENT MANAGEMENT

28. Supervises extra and co-curricular functions of the school.
29. Assists in monitoring student behavior.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

30. Adheres to Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
31. Projects a positive attitude about self and professional responsibilities.
32. Accepts and accomplishes additional school related assignments in a positive and effective manner.
33. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

34. Promotes positive community relations by recommending student learning outcomes for staff, students and parents.
35. Perform other duties as assigned.

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 and statewide travel.

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.