



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Assistant Principal

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 206

**REPORTS TO:** Principal

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Assistant Principal is to assist the principal in administering the programs and services of the school within the framework of the philosophy and objectives established by Board Policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrative directives. He or she shall interact effectively with each component of the education setting to create an environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

### **QUALIFICATIONS:**

- Master's degree
- Certification as per Texas Education Agency

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Knowledgeable about curriculum standards for assigned grades.

#### **ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE**

2. Acts as chief administrative officer in principal's absence.

3. Demonstrates knowledge and enforcement of District Policies and Administrative Guidelines applicable to position.
4. Demonstrates initiative, cooperativeness, and flexibility in working with various components of the school.

**ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT**

5. Communicates effectively with principal on matters related to the welfare of the school.
6. Serves as a resource person to teachers on classroom management.
7. Orientates staff on discipline standards and classroom management.
8. Assists in the utilization of Academic Excellence Indicator (AEIS) data and information for collaboration planning for campus improvement.

**ROLE 4: PERSONNEL MANAGEMENT**

9. Assists in personnel appraisals and instructional program evaluations as directed.

**ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT**

10. Provides effective management of textbooks (issuance, accountability, maintenance of inventories, etc.).
11. Provides accurate inventory reports of building equipment (annually in the spring with an update in the fall).
12. Prepares staff duty assignments in non-curricular areas as outlined by the principal.
13. Directs various safety programs, drills, etc. as assigned.
14. Supervises building maintenance and security.
15. Prepares all assigned reports, records, etc. in an accurate and punctual manner. (Including Discipline 425 PEIMS Records).
16. Supervises transportation at the building level.

**ROLE 6: STUDENT MANAGEMENT**

17. Supervises student conduct effectively and adheres to district policies related to disciplinary actions, records, parent contacts, etc.
18. Assists in supervising extra-curricular events.
19. Monitors students in halls, cafeteria, and other campus areas.
20. Makes decisions effectively under varying circumstances (fairness, firmness, and finality).

**ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT**

21. Adheres to Professional Ethical Standards in relationships with students, teachers, parents, patrons, peers, and support personnel.
22. Projects a positive attitude about self and professional responsibilities.
23. Exhibits punctuality and dependability.

24. Accepts and accomplishes additional school related assignments in a positive and effective manner.
25. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

**ROLE 8: SCHOOL/COMMUNITY RELATIONS**

26. Conferences effectively with teachers and parents about student concerns.
27. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals.

**Posture:**

Prolonged sitting; 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).

**Environment:**

May work prolonged or irregular hours.

**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.**