Belton Independent School District
Job Description

Job Title:	Assistant Principal	**FLSA Status:**	Exempt, 217 days
Reports To:	Campus Principal	**Pay Grade:**	AD-3
Department:	Campus Administration	**Date Revised:**	10/05/18

Primary Purpose:

To assist the principal in overall administration of the school

Qualifications:

Education/Certification:
Master's Degree in educational administration or curriculum and instruction
Texas principal or other appropriate Texas certificate
Texas teaching certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage personnel
Ability to coordinate campus functions
Ability to implement policies and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills

Experience:
Three (3) years experience as a classroom teacher preferred
Demonstrated experience with instructional leadership roles

Major Responsibilities and Duties:

Instructional Management

1. Provide instructional leadership to increase instructional rigor and success of students.

2. Continuously monitor the campus instructional plan to ensure that program activities are related to program goals. Oversee specific programs and/or departments as assigned.

3. Work with campus staff to plan, implement, and evaluate the curriculum on a systematic basis.

School / Organizational Climate

4. Foster collegiality and team-building among staff members.

5. Communicate and promote expectations for high-level performance from staff and students in a supportive manner; provide recognition of excellence and achievement.

6. Facilitate the effective and timely resolution of conflicts.

7. Establish and maintain a positive, caring environment which is conducive to learning and promotes positive staff morale.

8. Communicate effectively with students, staff, parents, and community members.

School / Organizational Improvement

9. Assist in the efficient collaboration and supervision of assigned departments on campus.

10. Support a common vision with staff for school improvement; implement programs collaboratively to ensure attainment of the school's mission.

11. Identify, analyze, and apply educational research findings to facilitate school improvement.

Personnel Management

12. Orient new staff effectively.

13. Articulate expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.

14. Supervise staff effectively by observing instruction, recording observations, and regularly conducting formative and summative evaluation conferences.

15. Assist and supervise substitutes in the performance of their duties.

16. Work jointly with teachers and other administrators to accomplish improvement goals.

17. Comply with District policies, state laws, and federal regulations affecting schools; ensure that evaluations clearly and accurately represent staff performance.

18. Assist in the development of instructional schedules for teachers, students, aides and substitutes.

19. Assist in developing duty schedules for professionals and paraprofessionals.

Administration and Fiscal / Facilities Management

20. Assist with the management and supervision of all school facilities; efficiently supervise campus maintenance to ensure clean, orderly, and safe buildings and grounds.

21. Schedule activities and resources in order to accomplish campus goals; monitor the use, care, and replacement of capital equipment.

22. Maintain and monitor campus textbooks, including state textbooks, and district curriculum guides.

23. Provide input into the budget process.

Student Management

24. Implement a discipline management system that results in positive student behavior and enhances the school climate.

25. Supervise student behavior during co-curricular and extra-curricular activities.

26. Implement and communicate guidelines for behavior and conduct to students, staff, and parents.

27. Ensure that school rules are uniformly observed and that consequences for misconduct are applied equitably to all students in accordance with the Student Code of Conduct.

28. Effectively conduct conferences with parents, students, and teachers concerning school and student issues, conveying both positive aspects of student behavior as well as areas for growth.

29. Review student data, initiate updates, and report accurate information; ensure accurate designation of codes related to withdrawn and active students.

30. Assist in reporting and monitoring student attendance.

Professional Growth and Development

31. Use information and insights gained through professional development activities, the District appraisal process, and evaluative feedback from supervisors to improve performance.

32. Strive to improve leadership skills through self-initiated professional development activities (i.e. undertaking professional reading, attending conferences, etc.).

33. Observe professional and ethical standards in accordance with the Texas Education Agency Code of Ethics.

School / Community Relations

34. Demonstrate awareness of school-community needs and participate in activities to meet those identified needs.

35. Support the use of appropriate techniques to encourage community and parent involvement; emphasize two-way communication between the school and community.

36. Project a positive image to the community.

Other

37. Perform other duties as assigned by the principal.

Supervisory Responsibilities:

Supervise and evaluate the performance of assigned staff.

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; occasional districtwide and statewide travel; may work outside

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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: October 2018
Prepared By: Belton ISD Human Resources Department