

<b>Position Title:</b>	Assistant Principal		
<b>Location:</b>	Greg A. Garcia Early College Intermediate		
<b>Reports to:</b>	Campus Principal		
<b>Work Schedule:</b>	12 Month, 234 Days	<b>Employment Type/FLSA Classification:</b>	Full Time/Exempt
<b>Funding Source:</b>	May be 100% grant funded. Employment is contingent upon the availability of funds.		

**Primary Role and Purpose:**

The Assistant Principal, under the supervision of the Campus Principal, is responsible for assisting the Principal in the overall administration of instructional programs and campus level operations. Also, the Assistant Principal, under the direction of the Principal implements and enforces school board policies, administrative rules, and regulations. In the absence of the Principal, the Assistant Principal shall assume the duties and responsibilities of the Principal. The Assistant Principal will work cooperatively with District personnel to support district-wide goals and initiatives.

**Minimum Requirements:**

- Master’s degree from an accredited college or university
- Valid Texas Standard Principal or Mid-Management certificate OR enrolled in an Alternative Principal Certification program and meets the requirements for an Intern or Probationary certificate.
- 3 years teaching experience
- Candidate must have satisfactory outcome of fingerprinting and background check. Non-refundable fee (approximately \$50) paid by the employee.

**Preferred Requirements:**

- 5 years of relevant experience
- Bilingual (Spanish) preferred
- ILT/ILD/AEL certification or ability to complete required training
- T-TESS appraiser certification or ability to complete required training
- 2+ years of leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams
- Successful completion of Texas Reading Academy

**Skills:**

- Knowledge of child development
- Knowledge of curriculum, delivery of instruction and instructional coaching
- Capable of instructing students and managing their behavior
- Exceptional organizational, communication, and interpersonal skills

**Responsibilities and Duties:**

- Knowledge of state and federal laws pertaining to all areas of the school’s operation
- Capable of interpreting laws, policies, and procedures
- Assists the school principal in overall administration of instructional program and campus level operations
- Capable of operating computer to develop databases, excel spreadsheets, and word processing skills
- Knowledge of effective instructional and educational databases
- Able to conduct staff development workshops
- Coordinates assigned student activities and services

- Participates in development and evaluation of educational programs
- Helps principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
- Observes employee performance, record observations and conduct evaluation conferences
- Supervises operations in principal's absence
- Helps plan daily school activities by participating in the development of class schedules, teacher assignments and extracurricular activity schedules
- Conducts conferences on student and school issues with parents, students, and teachers
- Coordinates campus testing as the Campus Testing Coordinator
- Coordinates textbook inventory and designation
- Provides behavioral expectations and uses software system to review data
- Performs additional duties and accepts other responsibilities as may be assigned

**Student Attendance:**

- Supervises and reports the monitoring of student attendance and works with the team on follow-up investigations
- Collaborates to determine causes of unexcused and absences and tardiness as well as imposes stipulations of compulsory attendance laws
- Works with parents and students to ensure full understanding of compulsory attendance laws and school policy

**Consultation:**

- Consults and collaborates frequently with teachers, staff, and administrators to identify and advise students who are displaying at risk behaviors and their parents in the areas of discipline, questionable behavior, tardiness, attendance, and truancy cases
- Consults and collaborates frequently with teachers, staff, and administrators to identify and advise students who are at risk in academics and their parents
- Collaborates with at-risk students regarding behavior, attendance, and tardiness and encourages them to improve overall behaviors such as attendance, self-control, self-esteem, and motivation
- Collaborates with at-risk students regarding their academic achievement
- Confers with parents or guardians and arranges home visits for students with attendance and truancy problems.
- Confers with parents on a regular basis on students who have excessive behavioral concerns (referrals, teacher/classroom incidents, etc.) and exhibit signs of at-risk indicators
- Confers with parents on students who are having academic difficulties
- Serves as contact and ensures communication with local law enforcement agencies, Child Protective Services, and courts in the areas of student truancy, behavior, and any at-risk indicators

**Administrative Support Role:**

- Gathers, manages, and files all hardcopy and computerized reports, records, and other documents required including reports of all individual cases investigated and all reported incidents required by TEA
- Assumes leadership role within the Instructional Leadership Team
- Coaches teachers and Instructional Assistants in the planning and delivery of instruction on the 6-8<sup>th</sup> grade campus
- Collaborates with the Principal in conducting T-TESS walkthroughs and observations
- Applies and fulfills policies established by federal and state laws that apply to New Frontiers Public Schools' policies and procedures and the Texas Education Agency (TEA) in the areas of student attendance/discipline, dyslexia, Title I, and parent involvement
- Abides by all policies and procedures stated in the New Frontiers Public Schools Employee Handbook
- Ensures positive and constructive relationships with supervisors

- Communicates with colleagues, students, and parents in an effective manner
- Assists the Principal in the implementation, monitoring, and evaluation of all special programs

**Growth and Development:**

- Helps students assess and enhance their study methods and habits.
- Helps teachers and faculty assess their growth and development to raise student achievement
- Coordinates and manages extracurricular duties as assigned. Sponsors outside activities approved by the school principal
- Serves as an example for students
- Supports the mission of the charter

**Communication:**

- Establishes communication rapport with parents, students, principal, and teachers
- Creates and maintains a professional relationship with colleagues, students, parents, and community members
- Presents information accurately through clear communication skills

**Professional:**

- Enriches job skills through professional development activities
- Adheres to ethical standards and best practices of the State of Texas

**Additional Job-Related Duties:**

- Manages and files all reports, records, and other documents required
- Extended hours may be required
- Some lifting may be required
- Maintains control in stressful situations
- Performs other duties as assigned

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.