

**Job Title:** Principal-Assistant-Secondary

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of Life School mission, **Principal-Assistant-Secondary** will assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services. Demonstrate professional, ethical, and responsible behavior; while serving as a role model for all campus staff and students.

**Qualifications:**

**Education/Certification:**

Master's degree preferred

Texas assistant principal or other appropriate Texas certificate preferred

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction

Ability to evaluate instructional program, teaching effectiveness, and interpreting data

Ability to manage budget and personnel

Ability to coordinate campus functions

Ability to implement policy and procedures

Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

Two years experience as a classroom teacher

**Major Responsibilities and Duties:**

**Instructional Management**

- Encourage and support development of innovative instructional programs, including promoting the use of technology in the teaching and learning process. Participate in development and evaluation of educational programs.
- Reinforce expectations for staff performance with regard to instructional strategies and classroom management. Promote the use of technology in teaching/learning process.
- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process. Ensure the effective and quick resolution of conflicts.

**School/Organizational Improvement**

- Participate in development of campus improvement plans with staff, parents, and community members.
- 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**

- Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
- Assist principal in interviewing, selecting, and orienting new staff.

**Administration and Fiscal/Facilities Management**

- Oversee campus operations in principal's absence.

- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Oversee reporting and monitoring of student attendance and work with staff and/or attendance clerk to identify and address issues.
- Work with department heads and faculty to compile annual budget requests based on documented program needs.
- Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
- Assist with safety inspections and safety-drill practice activities.
- Coordinate transportation, custodial, cafeteria, and other support services.
- Comply with district policies, state and federal laws, and regulations affecting schools.

### **Student Management**

- Ensure that students are adequately supervised during non-instructional periods.
- Help to develop and implement a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
- Conduct conferences on student and school issues with parents, students, and teachers.
- May act as the Campus Behavior Coordinator in accordance with state laws and regulations.

### **School/Community Relations**

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

### **Supervisory Responsibilities:**

Supervise, direct, and evaluate the work of campus staff as assigned by the school principal.

### **Working Conditions:**

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

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

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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.

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Employee Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_