Job Title:	Academic Associate Principal	**Wage/Hour Status:**	Exempt
Reports to:	Secondary Principal	**Pay Grade:**	Administrative
Dept. /School:	Assigned Campus and Level	**Date Revised:**	12/14/2011

Primary Purpose:

Assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services.

Qualifications:

Education/Certification:
Master's degree
Texas assistant principal or other appropriate Texas certificate
Certified Professional Development and Appraisal System (PDAS) appraiser

Special Knowledge/Skills:
Thorough understanding of school operations
Strong organizational, communication, and interpersonal skills
Ability to coordinate campus support operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to interpret policy, procedures and data
Strong organizational, communication, public relations and interpersonal skills

Preferred Experience:
Three years experience as a classroom teacher
Two years as a campus administrator

Major Responsibilities and Duties:

Instructional Management:

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective action.

School/Organizational Climate:

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.

7. Provide for two-way communication with principal, staff, students, parents, and community.
8. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
9. Ensure the effective and quick resolution of conflicts.

School/Organizational Improvement:

10. Participate in development of campus improvement plans with staff, parents, and community members.
11. Develop, maintain, and use information systems and records necessary to track progress on campus performance objectives addressing Academic Excellence indicators.
12. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.

Personnel Management:

13. Observe employee performance, record observations, and conduct evaluation conferences with staff.
14. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management:

15. Supervise operations in principal's absence.
16. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
17. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
18. Work with department heads and faculty to compile annual budget requests based on documented program needs.
19. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
20. Assist with safety inspections and safety-drill practice activities.
21. Coordinate transportation, custodial, cafeteria, and other support services.
22. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management:

23. Ensure that students are adequately supervised during non-instructional periods.
24. Help to develop a student discipline management system that results in positive student behavior.
25. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
26. Conduct conferences about student and school issues with parents, students, and teachers.

Professional Growth and Development:

27. Participate in professional development to improve skills related to job assignment.
28. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

School/Community Relations:

29. Articulate the school's mission to community and solicit its support in realizing mission.

30. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
31. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.