

Texas City Independent School District  
P.O. Box 1700 Texas City, Texas 77592

Human Resources  
(409) 916-0107

**Assistant Principal**  
Job Description  
May 2021

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**Reports to:** Principal  
**Term:** 212, 217 Days  
**Status:** Exempt

**Primary Purpose:**

Assist the school principal in overall administration of instructional program and campus level operations in a manner that supports a learning environment that maximizes the potential of each student. Coordinate assigned student activities and services.

**Qualifications:**

**Education/Certification:**

Master's degree required  
Texas assistant principal or other appropriate Texas certificate required  
Certified T-TESS appraiser

**Special Knowledge/Skills:**

Thorough understanding of curriculum, instruction, and student learning  
Thorough understanding of school operations  
Strong organizational, communication, and interpersonal skills  
Ability to coordinate campus support operations

**Experience:**

Three years' experience as a classroom teacher at the appropriate grade level(s) required

**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. Serve as the campus testing coordinator.

“Job Openings” are posted at [www.tcisd.org](http://www.tcisd.org) .

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**School/Organizational Climate**

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Communicate effectively with students and staff.
8. Create, maintain, and support a learning environment that is academically, emotionally, and physically safe.

**School/Organizational Improvement**

9. Commit to prepare students for their future by building relationships, promote learning that is rigorous and relevant, and develop each student's unique talents and skills.
10. Participate in development of campus improvement plans with staff, parents, and community members.
11. 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**

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

**Administration and Fiscal/Facilities Management**

14. Embrace shared leadership and collaboration with administrative staff and teachers.
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.

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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.
23. Coordinate no more than two of the following programs: RtI, Special Education, ESL and 504.

**Student Management**

24. Ability to make decisions based on what is best for students.
25. Treat students, parents, and community members with respect.
26. Ensure that students are adequately supervised during non-instructional periods.
27. Help to develop a student discipline management system that results in positive student behavior and supports learning.
28. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
29. Conduct conferences on student and school issues with parents, students, and teachers.

**Professional Growth and Development**

30. Participate in professional development to improve skills related to job assignment.

**School/Community Relations**

31. Embrace and promote cultural diversity on campus and in the community.
32. Articulate the school's mission to community and solicit its support in realizing mission.
33. Demonstrate awareness of school-community needs and initiate activities to meet those needs.

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34. 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.

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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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