



Assistant Principal for Discipline-Secondary Alternative School

JOB DESCRIPTION

Assists the Principal in the management of the school program, personnel, and facilities

EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's degree
- Texas Assistant Principal or other appropriate Texas Administrative Certificate
- Three (3) years experience as a classroom teacher

KNOWLEDGE, SKILLS, ABILITIES

- Skill in effectively communicating, both verbally and in writing

DUTIES AND RESPONSIBILITIES

1. Assists the campus Principal in overall administration of instructional program and campus level operations
2. Supervises operations in Principal's absence
3. Participates in the development and evaluation of educational and behavioral programs
4. Participates in reinforcing and promoting effective and supportive working relationships by assisting in establishing an environment which is conducive to a positive school climate and achievement of the campus mission
5. Assists the campus Principal in developing, maintaining, and using information systems to maintain records to track progress objectives and academic excellence indicators
6. Assists in planning daily school activities by participating in the development of class schedules, teacher assignments, and other assignments
7. Conducts conferences on student and school issues with parents, students, faculty, and staff
8. Coordinates assigned student activities and services
9. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate (verbally and written), concentrate, interpret policies and procedures, reason, understand verbal instructions, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk moderate distances, climb ladders/ramps, balance, stoop, kneel, crouch, pull, push, reach, perform repetitive hand motions, hear, speak, distinguish colors, possess visual acuity, drive/travel occasionally, be exposed to temperature/humidity extremes, unusual noise levels, may work prolonged or irregular hours, experience unusual fatigue factors.

PAY SCALE: PE4

NUMBER OF DAYS: 197

The Judson School District considers applicants for all positions without

**regard to race, color, national origin, age, religion, sex, marital or
veteran status, the presence of a medical condition, disability,
or any other legally protected status.**

*Revised
12/2/07*

**I acknowledge and understand the primary functions, duties, and responsibilities listed above for
this position.**

Name

Date