



## Assistant Principal for Secondary Schools

### **JOB DESCRIPTION**

The Assistant Principal for Secondary Schools, under the direction of the Principal, assists and advises the Principal in the management of the school program, personnel, and facilities.

### **EDUCATION AND CERTIFICATION REQUIREMENTS**

- Master's degree
- Texas Principal or other appropriate Texas Administrator Certificate
- Three years experience as a secondary classroom teacher

### **KNOWLEDGE, SKILLS, ABILITIES**

Skill in effectively communicating, both verbally and in writing

### **DUTIES AND RESPONSIBILITIES**

1. Assists the school Principal in the overall administration of instructional programs and campus level operations.
2. Coordinates assigned student activities and services.
3. Participates in development and evaluation of educational programs.
4. Assists the school Principal in developing, maintaining, and using information systems to maintain records to track progress on campus performance objectives and academic excellence indicators.
5. Observes employee performance, records observations, and conducts evaluation conferences.
6. Supervises operations in Principal's absence.
7. Assists in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
8. Supervises reporting and monitoring of student attendance and works with attendance clerk on follow-up investigations.
9. Conducts conferences on student and school issues with parents, students, and teachers.
10. Performs other duties as assigned.

### **MENTAL DEMANDS**

Ability to communicate (verbally and in writing), 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, 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 GRADE: PE5**

**NUMBER OF DAYS: 207**

**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  
12/12/07*