



INTERNAL CANDIDATES ONLY

Secondary Summer School Assistant Principal Grades 6-12

JOB DESCRIPTION

The Secondary Assistant Principal – Summer School assists and advises the Principal in the management of the school program, personnel, and facilities

EDUCATIONAL AND CERTIFICATION REQUIREMENTS •

- Master's Degree •
- Texas Principal or other appropriate Texas Administrative Certificate•
- Three year experience as a classroom teacher

DUTIES AND RESPONSIBILITIES

1. Assists the School Principal in overall administration of instructional program 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. Supervises reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations
6. Conducts conferences on student and school issues with parents, students, and teachers
7. Performs other duties as assigned

MENTAL DEMANDS

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

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

TERMS OF EMPLOYMENT

SALARY: \$5,000.00

NUMBER OF DAYS: 10 weeks