



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Substitute Assistant Principal

Salary Block: Daily Rate: \$314.79

Reports to: Campus Principal/Substitute Division

Terms of Employment: Student Calendar

Exemption Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to substitute for the assistant principal.

Qualifications:

Education/Certification:

- Master's Degree
- Mid-Management or Principal Certificate
- Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified

Experience:

- Three years' experience as a public school assistant principal/principal.
- Three years' experience as a public school teacher.

Major Responsibilities and Duties:

Instructional Management/Leadership:

1. Ensures that district curriculum documents are available to staff and are being used for planning and teaching.
2. Ensures that the district curriculum is being implemented to meet the needs of all students, including special populations, at-risk, and those progressing at traditional rates.
3. Ensures that campus instructional arrangements and practices support effective teaching and learning.
4. Applies the principles of instructional leadership.
5. Participates, and assists, in the coordination of instruction.
6. Participates, and assists, in the coordination of staff development.

School/Organizational Climate:

7. Holds the belief that each student can and will perform up to high standards of achievement and behavior.
8. Ensures that the school reflects a climate of being an orderly, purposely, active, and pleasant place of well-directed learning and interpersonal caring.

School/Organizational Improvement:

9. Ensures that plans are developed and implemented to improve the school programs and services.
10. Ensures that campus improvement plan activities are continuously monitored and adjustments are made as needed.
11. Uses evaluative information to determine the quality of program/services provided at the school.

Substitute Assistant Principal

Personnel Management:

12. Ensures that supervisory and appraisal procedures are implemented.
13. Participates in personnel selection, assignment and orientation.

Administration and Fiscal/Facilities Management:

14. Manages fiscal and facilities functions responsibly.

Student Management:

15. Promotes positive student self-conduct and self-esteem.

School/Community Relations:

16. Promotes positive school/community relations.

Growth and Human Relations:

17. Displays appropriate human relations skills.
18. Plans for and engages in professional development.
19. Upholds and adheres to safety rules and policies of SISD safety program.
20. Support the district's social media efforts that highlight the hard work of our students and staff as well increase communication with all stakeholders (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news).
21. Supports the goals and objectives of the school district and follows all district policies.
22. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Demonstrates a high level of independent, ethical, and professional conduct.
24. Performs any other duties as assigned by the appropriate supervisor.
25. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading: Ability to communicate effectively (verbal and written); coordinate campus support functions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Occasional district wide travel; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: the Chief of Human Resources (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

Employee Name (please print)

Signature

Date