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| **Job Title:**  ACE Elementary Assistant Principal  | **Exemption Status/Test:** Exempt |
| **Reports to:** Building Principal | **Contract Period:** 207 Days - 11 Months |
| **Dept./School:** ACE  | **Date Revised:** April 2018 |

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| **Primary Purpose:**  Accelerate learning to close achievement and opportunity gaps and ensure a college-ready foundation for every scholar by delivering rigorous instruction to scholars in order to promote intellectual, social, and emotional growth and ensure that regardless of socioeconomic factors, every child is prepared to positively contribute to society. This purpose is embraced with urgency, determination, and perseverance.  |
| **Qualifications**: |  |
| **Education/Certification:** |  |
| * Master’s degree required in Education or a directly related field
* Current or eligible to receive Texas Principal or other appropriate Texas certificate
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| **Special Knowledge/Skills:** |
| * Demonstrated ability to work with multi-ethnic populations in a multicultural setting
* Excellent communication (written and oral) and interpersonal skills
* Ability to work collaboratively with a diverse community, district staff members, parents, community, and the public
* Leadership, management, and organizational skills
* Bilingual fluency preferred

**Key Characteristics of an ACE School*** Schools and classrooms promote an inspiring college­-going culture of high expectations
* Teachers demonstrate an unwavering belief that ALL scholars can achieve
* A growth mindset is embraced for scholars and adults with a commitment to continuous improvement
* Instructional best practices are used to accelerate learning for all scholars
* A commitment to data driven instruction is utilized to diagnose needs, adjust and measure progress
* Parent and community partnership is valued and supported
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| **Experience:** |
| * At least three years creditable teaching experience
* At least 1 year serving as a campus administrator preferred
* Demonstrated leadership at the campus or district level
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| **Major Responsibilities and Duties:****Staff Culture*** Promote a positive, caring climate for scholars, staff, parents and community members.
* Coordinate and support non-instructional activities.
* Assist in planning of daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
* Define high expectations for staff performance regarding instructional strategies, use of technology, classroom management, and communication with parents which will yield high achievement results for all scholars.
* Assist principal in the development, maintenance, and use of appropriate information systems to maintain and record progress on attainment of campus performance objectives and academic excellence indicators.
* Assist the principal in interviewing, selecting and orienting new staff.
* Develop, recognize, and retain the highest quality and best trained staff.
* Observe staff performance, record observations, provide feedback and conduct evaluation conferences.
* Demonstrate the ability to work with scholars, staff, and parents, which results in a high degree of satisfaction for all.
* Assist principal in providing an effective, cost efficient operation where resources are budgeted in a manner which meets scholar needs and instructional goals.
* Ensure a safe, civil and structured school environment that is conducive to accelerated scholar achievement.
* Possess a desire to become a campus principal or assume a district leadership position.
* Perform all other tasks and duties as assigned.

**Effective Instruction*** Serve as a campus instructional leader
* Effectively plan, organize and coordinate the management functions and activities of school instruction and operations.
* Utilize assessment results to accelerate student learning and facilitate school improvement.
* Align all campus activities and practices with the district vision and district improvement plan such as the district’s focus on enrichment, differentiated instruction, and implementation of professional learning communities.
* Demonstrate strong instructional leadership.
* Participate in development and evaluation of educational programs.

**Student Culture*** Promote a positive, caring climate for scholars, staff, parents and community members.
* Interact effectively, sensitively and fairly with persons from diverse cultural backgrounds.
* Communicate and promote high expectations for scholars and staff focused on accelerated learning to close achievement gaps and ensure a college-ready foundation for each scholar.
* Demonstrate the cultural competency (i.e. knowledge, skills, and ability) to effectively respond to the diverse needs of scholars, staff and community.

**Parent Engagement*** Promote a positive, caring climate for scholars, staff, parents and community members.
* Demonstrate an awareness of school and community needs and initiate activities to meet those identified needs.
* Interact effectively, sensitively and fairly with persons from diverse cultural backgrounds.
* Demonstrate the cultural competency (i.e. knowledge, skills, and ability) to effectively respond to the diverse needs of scholars, staff and community.
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| **Mental Demands/Physical Demands/Environmental Factors:** |
| **Tools/Equipment Used**: Personal computer and peripherals;standard instructional equipment; *[P.E. teachers: automated external defibrillator (AED)]* |
| **Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting |
| **Motion:** Frequent walking |
| **Lifting:** Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment |
| **Environment:** Work inside, may work outside; regular exposure to noise |
| **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours |

This document 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.

Reviewed by Date

Received by Date