

Houston School District

Middle School Assistant Principal (21)

JOB POSTING

Job Details

Posting ID **21**
Title **Middle School Assistant Principal**
Description **HOUSTON SCHOOL DISTRICT**

Job Description

TITLE: Assistant Principal

Required :

- Current 486 Endorsement,
- Passing score on SLLA.

Preferred:

Administrative experience or 6th-12th grade classroom experience

JOB GOALS:

- To support the delivery of the Houston School District's written, taught, tested, and reported curriculum and contribute to maximizing student achievement.
- To ensure the reflection and communication of a positive image and attitude toward decisions and functions of the district as they relate to the public, staff, parents and students.
- To provide leadership for the staff of the school in development, implementation, and evaluation of a comprehensive educational program and to administer the program in accordance with school board policies and administrative rules and regulations under the supervision of the principal.

QUALIFICATIONS:

1. Holds a current MS Administrative license.
2. Has three years of successful teaching experience.
3. Demonstrates proficiency in oral and written communication
4. Has working knowledge of Mississippi and Houston Curriculum.
5. Has working knowledge of Mississippi State Assessments
6. Demonstrates the ability to work with all stakeholders
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

RESPONSIBILITIES: Assists the Principal with the following responsibilities

Evaluation:

1. Conducts formal and informal observations and evaluations of all school personnel using instruments set forth by the school district.
2. Analyzes, disseminates and makes data-based decisions.
3. Conducts pre and post conferences with staff members.

Student Achievement:

1. Guides staff to analyze, disseminate, and make data-based instructional decisions.
2. Monitors and evaluate program implementation and effectiveness.

3. Ensures the RtI process is followed.
4. Leads in the development, implementation, and evaluation of the school's plan to increase student achievement and growth.
5. Fosters the success of all students.
6. Communicates a clear vision of excellence and continuous improvement consistent with district goals and school board policies and communicates this vision to all stakeholders.

Context/ Organization

1. Develops master schedule.
2. Makes staff and grade level assignments.
3. Maintains a safe, secure, and orderly school environment.
4. Ensures physically enhanced appearance of buildings.
5. Manages and oversees the fiscal resources and expenditures of the local school.
6. Maintains a high standard of ethical behavior and confidentiality of student information.
7. Interviews and recommends qualified personnel for employment.
8. Supervises curricular and extracurricular activities on and off campus in outside of regular school hours.
9. Delegates other tasks and assignments.
10. Maintains effective lines of communication with central office personnel.

Professional Development

1. Identifies strengths and weakness of staff based on observations, data and conferences.
2. Plans, implements and evaluates professional development aligned with instructional needs of the school.
3. Provides on going and relevant professional development.

Curriculum and Instruction

1. Monitors the coordination and delivery alignment of written, taught, tested and reported curriculum and assigned programs (curriculum frameworks, common assessment, pacing guides, grading system).
2. Uses data to determine appropriate curriculum based programs.
3. Supervises the delivery and planning of appropriate DOK levels in instruction.

Community/Parent Involvement

1. Encourages the use of community resources.
2. Provides educational opportunities for all stakeholders to learn strategies to increase student achievement.
3. Maintains communication with parents and community members.
4. Provides opportunities for parents and community members to have input in the educational process.

OTHER DUTIES:

Performs other duties as assigned.

TERMS OF EMPLOYMENT:

The salary and length of contract shall be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually by the principal or designee in accordance with provisions of the board's policy on evaluation of personnel.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Shift Type
Salary Code

Full-Time
Per Month

Salary Range
Job Category

Campus Administrative