

Assistant Principal Job Description

Name: _____

School Name: St. Joseph Catholic School City: Arlington, TX

Job Summary: The Assistant Principal fulfills the mission of the Catholic school by working with the principal in the management of the school, faculty, staff, and students with major emphasis on curriculum and instruction, as well as student discipline. This position reports to and is evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Supports and assists with the responsibilities of the principal
- Serves as the principal in the principal's absence
- Assists in the general administration of the school
- Supports the communication, training, and supervision of the faculty and staff
- Assists in planning for staff development, curriculum, educational textbooks and materials, and student testing
- Maintains documentation of instructional planning
- Carries out the disciplinary policies of the school
- Interprets and enforces school policies
- Designs the master schedule
- Assists with faculty and other meetings
- Provides direct supervision of school sponsored activities
- Communicates effectively with students, parents, and other professionals
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment and support instructional planning
- Monitors students regarding tardiness, absences, and those on academic probation
- Oversees faculty and staff committees, as assigned
- Observes and evaluates instruction and provides constructive feedback on performance
- Supports the preparation of handbooks
- Supports the referral process for student evaluation within the public school system

Minimal Qualifications:

Education/Certification:

- Bachelor's degree and pursuing a master's degree
- Actively pursuing 18 hours in educational administration and supervision
- Certification/Licenses: Meets TCCED requirements for assistant principal

Experience:

- Has successful teaching experience

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Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning and behavior
- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum a full school day
- Required to work in standard office and school conditions

Mental/Physical Demands:

- Required to lift or carry supplies, textbooks, furniture, and equipment at a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

