

## HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

**POSITION TITLE:** Assistant Principal

**JOB CODE:** 008051, 004051,  
006051, 001051, 003051

**GRADE:** varies

**Contract Length:** varies

**IMMEDIATE SUPERVISOR (Position title):** Principal

### **POSITION SUMMARY:**

Assists the Principal in providing the overall leadership and is responsible for ensuring that student achievement is improved and other key HISD objectives met

### **ESSENTIAL INDIVIDUAL CHARACTERISTICS**

- Possesses a moral and ethical compass
- Demonstrates a heart and passion for leadership
- Identifies quality people and inspires excellence in them
- Shows strong self-esteem
- Makes decisions for the benefit of the school and community it serves
- Exhibits the flexibility and willingness to accept change
- Possesses courage and persistence of one's convictions
- Balances a superb intellect with common sense

### **REQUIRED SKILLS AND BEHAVIORS**

- Assists the Principal in developing and implementing plans to:
  - Increase student achievement
  - Increase attendance
  - Increase graduation rates
  - Strengthen instructional opportunities
  - Provide a safe learning environment
  - Provide student services
  - Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives
- Assists the principal in communicating, collaborating and building strong relationships with key stakeholders including:
  - Teachers and staff
  - Students and parents
  - Community and business partners
  - Other members of the school and district community
- Assists the principal in selecting and mentoring a high quality school staff
- Assists the principal in teacher evaluation and development, student discipline management, supervision of extra-curricular activities and the preparation of required reporting

### **EDUCATIONAL REQUIREMENTS**

- Bachelor's degree required, Master's preferred.
- Appropriate Administrator's Certificate or the ability to acquire it.

### **EXPERIENCE REQUIREMENTS:**

- Three years exemplary teaching experience
- Additional leadership experience on the campus or otherwise is essential