

Mabank ISD

Personnel Department

Position Title:	Associate Principal
Location:	Campus
Salary:	Per Pay Schedule
Length of Work Year:	212 days
Reports To:	Campus Principal and Director of Curriculum / Instruction
Primary Purpose:	Serve as an Instructional Leader to improve the overall instructional program

QUALIFICATIONS:

Education/Certification

- Master's Degree
- Valid Texas administrator certification or necessary credentials to be temporarily certified until all requirements are met for permanent certification.
- Meet Highly Qualified Status
- ILD / PDAS

Special Knowledge/Skills

- Working knowledge of State curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of Instructional Best Practices and Effective Teaching / Learning Strategies

Experience

- Minimum of 3 years of successful teaching experience in a state accountability tested area within the last 5 years; minimum of 3 years of successful service in an instructional leadership role

RESPONSIBILITIES:

District Responsibilities

- Participate in the development of the district curriculum and assessments
- Support the development of a deep understanding of the TEKS in all subjects
- Work collaboratively with district and campus administration to ensure cognitive and curriculum vertical alignment of the MISD curriculum
- Directs the planning, implementation, and evaluation of curriculum, accompanying programs and activities in accordance with district policies and procedures.
- Implementing district programs, policies, and procedures.

Curriculum/Instructional Management:

- Provide teacher mentoring
- Assist in the evaluation of staff and provide primary assistance to new staff and those needing improvement in instructional delivery
- Assist with the evaluation of all instructional staff
- Evaluate selected programs for effectiveness and impact
- Assist in organizing staff development and building level instructional in-service programs
- Assist in organizing and supervising all Tier II & Tier III RtI process on assigned campus
- Assist Principal in development of campus schedules
- Assist with the supervision of extracurricular activities and school events
- Model direct instruction in classroom setting as requested by campus Principal.

- Assist in the supervision of quality acceleration, research-based small-group instruction, and research-based individual instruction for identified At-risk students
- Support parental involvement strategies including parent conferences, frequent home communication, and innovative parental involvement activities

Mabank ISD

Personnel Department

Coordinate the review, development, and revisions of all curriculum documents and materials including curriculum guides and lesson plans to support research-based Best Practices
Coordinate with campuses administrators to provide extended learning opportunities for identified students
Work cooperatively with directors and campus principal in developing and supervising the instructional programs including computer related instruction

Assessment/Disaggregation of Test Scores

Assist District Director of Curriculum and Instruction with the development/ coordination in writing of assessments for classroom use.
Utilize DMAC to assemble student data as required for administrative reports, decision-making, and research; coordinate with district RtI personnel to facilitate progress monitoring and referrals.
Ongoing disaggregation of data and analysis of core instruction.

Consultation:

Provide training and/or mentor teachers in how to teach and address the needs of students through differentiation of instruction, particularly for students with special learning needs, including but not limited to, special education, dyslexia, gifted and talented, and students with limited English proficiency.
Facilitate instructional team meetings
Provide training and/or mentor teachers in methods of improving student behavior in the classroom and identifying early and appropriate interventions.
Provide training and/or mentor teachers in ways to involve parents in their child's education, especially parents of limited English proficient and immigrant children
Provide training to teachers on how to understand and use data and assessments to improve classroom instruction.
Provide curriculum resources and materials to support staff in accomplishing program goals and in promoting student achievement.

Professional Growth and Development

Take part in professional development activities to meet the needs of struggling students in the school wide program

Policy, Reports, and Law

Compile, maintain, and file all physical and computerized reports, records, and other documents required.
Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Other:

Perform other duties as assigned by the Campus Principal and/or the Director of Curriculum and Instruction
Assume responsibilities of Campus Principal in their absence.
Serve as liaison to the Director of Curriculum /Instruction on matters of curriculum, instruction, and assessment
Campus state assessment coordinator
Assist with student recognition programs

WORKING CONDITIONS:

Mental Demands / Physical Demands / Environmental Factors:

Maintain emotion control under stress
Frequent prolonged and irregular hours
Lifting boxes
Frequent district wide travel and occasional statewide travel

Reviewed and agreed to by: _____

Date: _____

Campus Principal: _____

Date: _____