

Mabank ISD

Personnel Department

Position Title: Associate Principal

Location: Campus

Salary: Per Pay Schedule

Length of Work Year: 217 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

AEL/TTESS

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. Administrative experience preferred.

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

Organize, maintain HB4545 requirements/records

Support parental involvement strategies including parent conferences, frequent home communication, and innovative parental involvement activities

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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.

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: _____