



Job Description

Job Title: Assistant Principal, Charter High School

JTC: AQL

Salary Range: E02

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides support to the instructional process with specific responsibility for directing assigned programs and services at a high school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

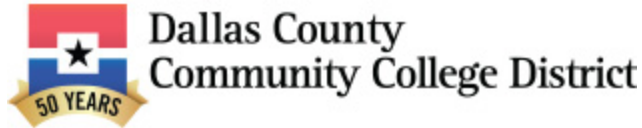
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must possess a comprehensive knowledge of the current issues, principles, and practices related to secondary education and the ability to apply them effectively to meet the vision and mission of the school. Possess knowledge and effective skills in curriculum development, instructional practices and interpretation of test data to ensure school board standards and state mandates are achieved. Must demonstrate excellent classroom management skills and effective disciplinary strategies and techniques.

Responsible for assisting with administering and managing the operation of a secondary school, including planning and supervising the work of others. Evaluates assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized. Works with school principal to ensure that policies and procedures related to student discipline referrals and discipline action plans are in compliance with DCCCD and regulatory requirements; and for ensuring a safe and orderly environment.

Possesses the ability to establish and maintain effective working relationships with diverse, multicultural students, parents, staff, and the public. Assists school principal in establishing and sustaining relationships with the business community and other youth serving organizations to foster understanding and solicit support for students and their families.

Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts. Conferences with parents/guardians of students concerning discipline, attendance, and student behavior. Seeks ways to develop and sustain a climate of mutual respect between and among students, parents and school staff. Ensures confidentiality of proprietary information of students and staff.



Facilitates the development, communication and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.

Must have excellent interpersonal and communication skills in order to prepare/present a wide variety of materials (e.g., reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, provide written references, and/or conveying information. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher is required plus two (2) to four (4) years of experience in secondary education and/or a higher education setting related to secondary education. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for assisting principal in the overall administration of instructional programs and campus level operations. Assists in the development, maintenance and use of information systems to maintain campus data and provide reports as required by DCCCD and regulatory agencies. Ensures compliance with the Texas Education Agency (TEA), Texas Higher Education Coordinating Board (THECB) and other local, state and federal rules and regulations.

Ability to use independent judgment with a high level of autonomy in decision making to best facilitate equitable outcomes for all stakeholders related to the student learning process. Able to use data from TEA's Public Education Information Management System (PEIMS) to determine best course of action regarding response to interventions and align interventions with campus goals and performance objectives. Knowledge and experience in developing the social and emotional skill sets of students while maintaining a high level of accountability and authority.

Develops collaborative relationships with campus community to facilitate the student learning process, intervention response, discipline and logistical issues. Uses diversity to develop an environment of inclusion. Represents college at community forums to address issues related to school environment and/or maintain community support of educational goals.

Participates in meetings, workshops and seminars to stay up-to-date on rules and regulations for Texas schools and for conveying and/or gathering information to meet state and/or school board requirements. Analyzes organizational policies, practices and procedures to develop best practices for the utilization of resources including school facilities, materials and personnel.

Conducts informational sessions with parents and students to facilitate an understanding of the collegiate program and the Texas Success Initiative (TSI) testing process. Acts as a change agent to ensure high standards of instruction and provide an exceptional learning experience for students.



Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Performs other job duties as assigned.

Supervises approximately three (3) or more employees. Responsible for managing a budget of approximately \$800K for school related expenditures.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.