**Secondary Assistant Principal 2024-2025 School Year**

**Level:                         Secondary 6-12**

**Date Posted:            3/8/2024**

**Deadline for applications:  Until Filled**

**Qualifications:**

**Education/Certification:**

* Master’s degree in educational administration
* Texas principal or other appropriate Texas certificate
* Advanced Education Leadership (AEL) certification, Instructional Leadership Training (ILT), or Instructional Leadership Development (ILD)

Special Knowledge/Skills:

* Dean of Students and discipline management
* Innovative Restorative Discipline
* Monitoring tardiness and absences
* Working knowledge of curriculum and instruction;
* TTESS Appraiser
* Ability to evaluate instructional program and teaching effectiveness
* Ability to manage budget and personnel
* Ability to implement policy and procedures
* Ability to interpret data
* Excellent organizational, communication, public relations, and interpersonal skills

**Job Description:**

* Act as campus behavior coordinator in accordance with state laws and regulations.
* Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
* Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
* Conduct conferences about student and school issues with parents, students, and teachers.
* Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
* Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
* Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
* Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
* Build a common vision for school improvement with staff and students. Direct planning activities and implementing programs to ensure attainment of the school's mission.
* Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committees. Demonstrate campus progress using results to promote school improvement.
* Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.

**Salary Range:  $65,000-$90,000-Based on qualifications and experience**

**Administrative Experience:  Experience preferred**

**Benefits: BCBS TRS-Active Care Health Insurance.  $150/month paid by the district and $75/month paid by the State of Texas**

**How to Apply:  Applications may be found online at**[**www.grapelandisd.net**](http://www.grapelandisd.net/)**.  Please print, fill out and submit application, resume, TEA certificate and college transcripts to Grapeland I.S.D.**

Grapeland Independent School District

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