



## **La Fe Preparatory School Assistant Principal - Job Description**

The Assistant Principal main role is to work collaboratively with the Principal, teachers, parents, and La Fe staff to ensure that all school activities are operating as planned. The Assistant Principal will work under the direction of the Principal, Superintendent, and CEO.

The Assistant Principal will be responsible for ensuring that all students' needs are met by collaborating with classroom teachers, parents, and with outside consultants to address the needs of all students in an inclusive, nurturing learning environment.

### **Qualifications/Skills:**

- Minimum of 1 year of graduate study towards a Master's degree in the administration/education field
- Minimum of three years of experience as a classroom teacher
- NCLB Highly Qualified Teacher with Bilingual/ESL Certification
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Share supervisory responsibility for professional staff with the school principal as assigned by the school principal
- Responsible to learn about school operations
- Responsible to learn all the school programs
- Responsible for assisting teachers in planning
- Responsible for instructing students in a supportive manner that addresses multiple learning styles and special education needs.
- Strong classroom management skills.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

### **Responsibilities:**

- Schedule:
  - Monday-Friday 7:00-4:00 or 9:00-6:00
  - One Saturday a month 9am-12pm
  - Two nights a month for Parent Night
  - Three week summer program
  - Administrative time during summer

### **General:**

- Assist Principal in all needed activities
- Must be Bilingual- English/Spanish

### **Enrichment Program:**

- Manage the La Fe Prep Enrichment Program
- Recruit and supervise enrichment staff
- Collaborate with classroom teachers and after school staff to integrate the thematic units into enrichment program.
- Manage enrichment budget
- Manage supplies purchased for enrichment program

#### National Lunch Program:

- Collaborate with food provider to ensure all requirements are met.
- Review monthly menu and make changes as necessary.
- Maintain all required documents needed by TDA.
- Collaborate with Region 19 Child Nutrition Department and the Texas Department of Agriculture.

#### Purchasing/Inventory:

- Responsible for all purchase requisitions made by teachers and staff.
- Maintain records of all supplies purchased, received, inventoried, and stored appropriately at the school.
- Collaborate with La Fe purchasing department to ensure that supplies are ordered and received in timely manner.

#### Special Education:

- Coordinate referrals, placement and annual review of all special needs students in collaboration with the Special Education Coordinator.
- Collaborate with classroom teachers, principal, parents, and outside consultants to help create Individual Education Plans for special needs children.
- Attend all Admission, Review and Dismissal meetings for all special needs students.

#### Administrative Management

- Conceive and implement lesson plans that follow the thematic units and scope and sequence of the charter school.
- Manage and Coordinate all state assessments.
- Collaborate with classroom teachers on daily lesson plans, teaching strategies, and student performance.
- Demonstrate flexibility in teaching methods to address multiple learning styles and intelligences.
- Adjust pace and provide individual attention for students based on student assessments.
- Create opportunities for experiential learning.
- Utilize technology programs to enhance comprehension of technology, basic academic skills, and problem solving.
- Manage behavior in a fair, respectful manner, following the guidelines set forth in the Student Handbook.
- Analyze student assessments and work collaboratively with classroom teacher, parents, and students to improve problematic areas.
- Document student performance, lesson plans, activities, and parent interactions.

- Willing to participate in extracurricular activities if necessary.
- Organize/decorate classroom in a welcoming manner that is conducive to learning, comfort, and group interaction.
- Participate in the selection of books, equipment, materials, and professional development opportunities.
- Strengthen job skills through professional development opportunities and participate in professional learning community with other teachers and staff at school.
- Follow and abide by state, federal, and charter regulation
- Maintain discipline documentation and graphs
- Review Attendance Data & follow up on excessive absences and tardies
- Other duties as assigned