



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Assistant Principal

The Assistant Principal (AP) supports the Campus Principal in ensuring the campus culture is aligned with HGA's mission and expectations regarding instructional leadership, student achievement, professionalism, campus operations, communication, and safety.

Instructional Leadership & Teacher Development

- Provide side-by-side and targeted spot coaching (“in the moment”) for teachers, as needed.
- Use ongoing assessment data to provide targeted feedback and support.
- Model HGA's instructional practices and strategies through co-planning, modeling lessons, co-teaching, gradual release, side-by-side coaching, and video reflection.
- Support novice and experienced teachers in delivering HGA's lesson plans, working closely with HGA's Curriculum Director to make sure lessons are aligned to HGA's Essential Elements of Instruction, TEKS, and STAAR rigor, as applicable.
- Appraise teachers using the HGA's Teacher Evaluation Rubric.
- Support teachers in using formative and summative assessment data to improve instructional quality and student outcomes.
- Assist in planning and facilitating professional learning for teachers and staff.

Student Achievement, Culture & Behavior

- Lead and support the implementation of effective school-wide behavior management systems that promote positive student behavior and equitable discipline practices.
- Oversee intervention support systems that address academic, behavioral, and social-emotional needs of students.
- Enforce HGA's Behavior and Discipline Policy.
- Collaborate with campus staff to build and sustain a positive, caring, and achievement-focused school culture.

Campus Operations & Compliance

- Assist with daily campus operations, including scheduling, teacher assignments, extracurricular activities, and supervision of support services.
- Supervise campus operations in the absence of the Principal.
- Support student attendance monitoring and work with staff on follow-up interventions.
- Assist with campus safety planning, inspections, drills, and emergency preparedness.
- Ensure compliance with federal and state laws, and HGA policies.
- Represent the Campus Principal in ARD meetings, as needed.
- Support monitoring of the campus Special Education program.

Assessment, Data & Accountability

- Support the development and monitoring of the campus improvement plan.
- Lead or support campus testing programs to ensure assessments are conducted with accuracy, security, and fidelity.

Staff Supervision & Human Capital

- Assist in interviewing, hiring, onboarding, and mentoring new staff.
- Conduct performance observations and evaluation conferences.
- Support staff growth through feedback, coaching, and professional development.
- Perform additional duties as assigned.

Preferred Qualifications:

- Bachelor's degree required.
- Minimum three years of exemplary teaching experience.
- Term Contract: 12 months