



ASSISTANT PRINCIPAL

Amigos Por Vida – Friend For Life Public Charter School | APV–FFL

APV–FFL is seeking a dynamic and instructional-focused leader to serve as an Instructional Administrator supporting our K–8 campus. This role works closely with the Principal to strengthen instruction, support teachers, and ensure a positive, high-achieving learning environment for all students.

This is an excellent opportunity for an experienced educator or emerging leader who is passionate about instructional excellence, student success, and campus culture in a charter school setting.

Primary Purpose

The Instructional Administrator supports the Principal in planning, coordinating, and implementing instructional programs and campus operations in alignment with the school's mission, Board policies, and Texas Education Agency (TEA) requirements. The role is focused on improving instructional quality, supporting teacher growth, and ensuring a safe and supportive school environment.

Qualifications

- Master's degree from an accredited university
- Valid Texas Principal Certificate or Mid-Management Certification (required or in progress)
- Minimum of five 5 years of successful classroom teaching experience and minimum of 3 years of equivalent leadership experience (e.g., Instructional Coach, Lead Teacher)
- Experience in instructional leadership and campus support preferred
- Strong leadership, communication, and organizational skills
- Knowledge of TEA accountability and charter school operations preferred

Key Responsibilities

Instructional Leadership

- Support campus instructional planning, curriculum implementation, and academic programming (K–8)



- Assist in improving instructional practices through coaching and collaboration
- Identify instructional needs and support teacher development and student achievement

Teacher Support & Evaluation

- Conduct classroom observations and provide actionable feedback
- Support appraisal process and professional growth plans
- Facilitate coaching cycles and instructional support for teachers

Campus Culture & Student Support

- Assist in maintaining a safe, structured, and positive school environment
- Support implementation of campus discipline systems and student behavior expectations
- Promote student engagement and academic success across all grade levels

Staff Development

- Support professional development sessions, PLCs, and training initiatives
- Collaborate with teachers and staff to improve instructional outcomes
- Provide support for new and developing educators

Compliance & Operations

- Maintain accurate records and required documentation
- Ensure compliance with district policies and TEA regulations
- Support reporting and campus operational needs assigned

Communication & Community Engagement

- Communicate school expectations, goals, and initiatives clearly to staff
- Support family engagement and school-wide events
- Foster strong relationships with students, staff, and families