



Job Description: Assistant Principal

Location: Pathway Academy, Big Spring, TX

Reports To: Principal/Head of School

Employment Type: Full-time, 12-month position

Start Date: Immediately

Overview

Pathway Academy is a mission-driven, student-focused charter school committed to providing a high-quality, college-preparatory education in a safe, inclusive, and innovative learning environment. As a new campus, we are seeking an exceptional Assistant Principal who will be a collaborative leader, strong instructional coach, and operational problem-solver. The Assistant Principal will play a key role in establishing a positive school culture and setting the foundation for academic excellence.

Key Responsibilities

Instructional Leadership

- Support the Principal in implementing a rigorous and aligned curriculum consistent with TEKS (Texas Essential Knowledge and Skills) and the school's charter.
- Provide regular instructional coaching and feedback to teachers based on classroom observations and student performance data.
- Assist in planning and delivering high-impact professional development.
- Lead data analysis meetings to drive instructional decision-making and interventions.

School Culture & Student Support



- Collaborate in developing and sustaining a positive, safe, and inclusive school culture rooted in high expectations and strong relationships.
- Oversee student discipline in alignment with school policies and Texas Education Code.
- Promote student attendance, engagement, and character development.
- Partner with counselors and support staff to address students' academic, behavioral, and emotional needs.

Operational & Administrative Duties

- Assist with daily school operations, including arrival/dismissal, lunch/recess, safety drills, and transitions.
- Support compliance with state and federal education regulations, including STAAR testing coordination and special programs (e.g., SPED, 504, ELL).
- Help manage scheduling, staffing, and school calendar planning.
- Communicate regularly with families, staff, and community stakeholders.

Qualifications

Required

- Bachelor's degree in Education or related field (Master's degree preferred)
- Valid Texas Principal Certification (or currently pursuing)
- Minimum 3 years of successful classroom teaching experience
- Strong understanding of instructional best practices, curriculum standards, and data-driven instruction
- Demonstrated leadership ability in an educational setting

Preferred

- Experience in a charter school or startup school environment
- Bilingual (Spanish/English) highly desirable
- Familiarity with state accountability systems and charter school compliance



Key Competencies

- Visionary leadership and the ability to motivate others
- Excellent interpersonal and communication skills
- Strong organizational and time management abilities
- Solutions-oriented mindset with adaptability to change
- Commitment to equity and closing opportunity gaps

Compensation & Benefits

- Competitive salary based on experience and qualifications
- TRS (Teacher Retirement System) eligible
- Health, dental, vision, and other benefits
- Professional growth and leadership development opportunities

Application Instructions

To apply, please submit:

1. A resume
2. A cover letter addressing your leadership philosophy and interest in the role
3. Contact information for three professional references

Send application materials to: Tommy Moore at tmoore@pathwayhc.org