

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Assistant Principal - Elementary	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	PAY GRADE:	850
DEPT./SCHOOL:	Campus	DATE REVISED:	01/14/10

PRIMARY PURPOSE:

Assist the school principal in the overall school administration and provide leadership in a number of specific areas of school operation.

QUALIFICATIONS:

Prerequisite:

- To apply for this position, candidates must have successfully completed the administrative screening process and have been placed in the candidate pool. For more information on the process, please see [criteria for administrative pool](#).

Education/Certification:

Master's Degree
 Certification: Assistant Principal
 Teacher Certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
 Strong organizational, communication, public relations, and interpersonal skills
 Willingness to execute written employment contract with Plano ISD

Experience:

Three years of teaching experience
 Two years in an instructional leadership role

MAJOR RESPONSIBILITIES AND DUTIES:

Assist principal with building instructional program, which ensures that each student is achieving to potential.

Work with at-risk committee to ensure best instructional plans for at-risk students.

Liaison between teachers, counselors, students to help students develop responsible citizenship traits.

Communicate and support expectations that are consistent with district objectives.

Demonstrate high expectations and high regard for community, district, schools, staff, and students in an enabling, non-threatening way.

Assist with maintenance of a building environment that is conducive to learning.

Help clarify and pursue a common vision for school improvement.

Assist building principal with formation of goals and objectives and the Campus Improvement Plan.

Use the Texas Teacher Appraisal System appropriately with teachers and appraisers, assist in the development of supplemental criteria.

Assist in evaluation of school personnel.

Assist principal in attending scheduled meetings.

Assist with supervision of all school activities.

Administer the substitute calling system.

Oversee custodians and conduct regularly scheduled meetings.

Assist in coordination and scheduling of use of school facilities.

Assist with implementation and maintenance of school and board policies.

Work with teachers, counselors, and principal in maintaining a program for student discipline/citizenship.

Assist in supervision of students to ensure the safety of all.

Assist in communication of school policies and rules to students.

Take the initiative to develop professional skills appropriate to job assignments.

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.

Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession.

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Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

Assist with coordination and supervision of special programs/activities.

Assist in communications with parents.

SUPERVISORY RESPONSIBILITIES:

Monitor a small group of employees.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent district-wide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____ Date _____

Reviewed by _____ Date _____