

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE:	Assistant Principal - Secondary Middle school – Grades 6-8 High school – Grades 9-10 Senior High school – Grades 11-12	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	PAY GRADE:	860
DEPT./SCHOOL:	Campus	DATE REVISED:	01/14/10

PRIMARY PURPOSE:

Receive training and assist the school principal in the overall school administration and provide leadership in a number of specific areas of school operation. Responsible for maintaining a program of positive student behavior and productive classroom performance.

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:

Teacher Certification
Qualify for temporary Mid-Management Certificate

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 teaching experience
Three years in an instructional leadership role

MAJOR RESPONSIBILITIES AND DUTIES:

Provide for all students equitably.

Participate in an appropriate plan to prevent dropouts and address the needs of the at-risk student.

Promote and support efforts to help each child develop a sense of self-worth.

Assist teachers effectively in designing learning experiences for students.
Involve counselors in helping students with problems.

Ensure that regular classroom assignments and learning activities continue during the suspension classes.

Supervise and assist students during their assignment to in-school suspension classes.

Promote a positive, caring climate for learning.

Assist in planning improvement of school/district/community climate.

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

Employ an effective communication process that includes listening to all constituents.

Anticipate, manage, and resolve conflict effectively.

Assess and respond to needs related to campus assignment.

Help clarify and pursue a common vision for school improvement.

Utilize the appropriate information systems and records necessary for attainment of the school's/district's and overall school improvement efforts.

Obtain and use evaluative findings, including student achievement data, to examine program/service effectiveness.

Use the Professional Development Appraisal System (PDAS) appropriately with teachers and appraisers, assist in the development of supplemental criteria.

Delegate duties, responsibilities, and functions effectively.

Comply with applicable personnel policies, statutes, and rules (e.g., EEO, Title IX, Fair Labor Standards Act).

Participate in the interviewing, selection, orientation, and recommendations relative to personnel placement, transfer, retention, and dismissal.

Use modern technology, as appropriate, to manage personnel information.

Conduct classroom observations and serve as a second appraiser in the teacher evaluation system.

Oversee custodians and conduct regularly scheduled meetings.

Assist with the implementation of board policies.

Participate with PTA Board to build an understanding of parent and community involvement.

Participate in the coordination, organization, scheduling, and focus of SBIC.

Develop training options and/or improvement plans to ensure the best operation of student management.

Assist the principal in the overall administration of the school and serve as principal in the absence of the regular principal.

Keep informed of and comply with all regulations and policies of the local district, state, and school concerning curriculum, student management, and personnel.

Use modern technology, as appropriate, to effectively manage facilities and fiscal resources.

Coordinate and schedule all use of the facilities.

Coordinate attendance accounting for the school.

Call to arrange for substitute personnel when staff members are absent.

Work with department heads and faculty in compiling the annual budget requests.

Cooperate in the conducting of safety inspections and safety drill practice activities.

Control the receiving, distribution, and accounting of textbooks.

Secure buses and chaperons when needed for extracurricular activities.

Maintain the fixed assets inventory.

Report to principal on the status of performance and outcomes related to student management.

Organize and develop a program for student control.

Propose schedules of classes and extracurricular activities.

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Monitor and work with the students who are excessively absent and who are discipline problems, using school district policies for attendance and discipline management.

Keep discipline files on each student who is referred.

Operate the in-school suspension program.

Assist with supervision of students.

Seek and use evaluative feedback from peers, subordinates, and administrators about his or her job performance.

Assist with facilitating of CARE/CAT meetings.

Support principal with identification, assessment and delivery of professional learning.

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

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.

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

Emphasize and nurture two-way communication between the school and the community.

Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the district and the larger community.

Involve students, parents, and others from the community as volunteers, advisors, and aides.

SUPERVISORY RESPONSIBILITIES:

Shares supervisory responsibility for professional staff with school principal. Does not serve as direct supervisor.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); coordinate campus support functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

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Occasional districtwide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

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