

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

| | | | |
|----------------------|--|--------------------------|----------|
| Job Title: | Assistant Principal | Wage/Hour Status: | Exempt |
| | <ul style="list-style-type: none">• Elementary• Academy High School• Secondary | Pay Range: | 850 |
| | | Pay Range: | 860 |
| | | | 860 |
| Reports To: | Principal | | |
| Dept./School: | Assigned Campus | Date Revised: | 11/07/19 |

Primary Purpose:

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

Qualifications:

Education/Certification:

- Master's Degree (required)
- Valid Teacher/Principal Certification

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Strong organizational, communication, public relations and interpersonal skills

Experience:

- Minimum of three years of teaching experience
- Minimum of two years of experience in a campus leadership role

Major Responsibilities and Duties:

- Promote a positive and caring climate for learning, and provide for all students equitably
- Assist in planning improvement of school/district/community climate
- Act as liaison between teachers, counselors and students to help students develop responsible citizenship traits
- Demonstrate high expectations and high regard for the community, district, school, staff and students in an enabling, non-threatening way
- Participate in community activities (to the extent possible, and as appropriate) that foster rapport and mutual respect between the district and the larger community
- Employ an effective communication process that includes listening to all constituents

Job Title: Assistant Principal

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

Assist the principal in the overall administration of the school; serve as acting principal in the absence of the principal

Assist the principal with building instructional program, ensuring that each student achieves to potential

Assist the principal with formation and development of goals and objectives for the Campus Improvement Plan

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

Assist teachers effectively in designing learning experiences for students

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

Seek and use evaluative feedback from peers, subordinates and administrators

Work with teachers, counselors and principal to maintain a program for student discipline/citizenship

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

Assist with supervision of students and all school activities to ensure the safety of all

Coordinate an appropriate plan for student attendance in order to prevent excessive absences and address the needs of at risk-students

Collaborate in the development of school absence protocol when staff members are absent

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

Use the Texas Teacher Appraisal System appropriately with teachers and appropriate personal

Assist in evaluation of school personnel; assist in the development of supplemental criteria

Assist in maintaining a building environment that is conducive to learning

Assist the principal in coordinating and scheduling all use of the facilities to effectively manage facilities and fiscal resources

Oversee and control the receiving, distribution and accounting of textbooks

Cooperate in conducting safety inspections and safety drill practice activities

Collaborate with the principal and appropriate personal in compiling the annual budget

Assist with coordination and supervision of special programs/activities, including securing buses and chaperones when/as needed

Continue to pursue leadership opportunities that will enhance decision making, communication and interpersonal skills

Assist with the implementation of board policies

Job Title: Assistant Principal

Keep informed of and follow all rules, regulations and policies of Plano ISD, and follow directives from supervisor

Follow attendance policy as assigned by supervisor

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

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); 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

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11-07-19

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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____

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.