

## PLANO INDEPENDENT SCHOOL DISTRICT

### Job Description

<b>Job Title:</b>	Assistant Principal Secondary <ul style="list-style-type: none"><li>• Middle school – Grades 6-8</li><li>• High school – Grades 9-10</li><li>• Senior High school – Grades 11-12</li></ul>	<b>Wage/Hour Status:</b>	Exempt
		<b>Pay Range:</b>	860
<b>Reports To:</b>	Principal		
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	11/4/2021

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#### 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 in Education  
Valid Texas Teacher/Principal Certificate

##### Special Knowledge/Skills:

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

##### Experience:

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

#### Major Responsibilities and Duties:

##### Instructional Management

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.
2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
4. Assist principal in designing and delivering professional development for staff.

##### School/Organizational Improvement

5. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.
6. Participate in development of campus improvement plans with staff, parents, and community members.
7. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.

##### Student Management

8. May act as campus behavioral coordinator in accordance with state laws and regulations.
9. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
10. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
11. Conduct conferences about student and school issues with parents, students, and teachers.
12. Assist in supervision of students to ensure the safety of all.

##### Administration and Fiscal/Facilities Management

13. Oversee campus operations in principal's absence.

**Job Title:** Assistant Principal Secondary

14. Take a leadership role in planning and scheduling of daily school activities including the development of class schedules, teacher assignments, and extracurricular activity schedules.
15. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.
16. Work with department heads and faculty to compile annual budget requests based on documented program needs.
17. Requisition supplies, textbooks, and equipment and monitor and maintain inventory in accordance with district procedures.
18. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.
19. Comply with district policies, state and federal laws, and regulations affecting schools.

**Personnel Management**

20. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser as needed for designated teacher appraisal system.
21. Participate in the interviewing, selection, orientation, and recommendations relative to personnel placement, transfer, retention, and dismissal.

**School/Community Relations**

22. Articulate the school's mission to community and solicit its support in realizing the mission.
23. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
24. Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the district and the larger community.
25. Assist with coordination and supervision of special programs/activities.

**Other**

26. Follow district safety protocols and emergency procedures. Cooperate in the conducting of safety inspections and safety drill practice activities.
27. Pursue leadership opportunities that will enhance decision making, strengthen communication and interpersonal skills.
28. Seek and use evaluative feedback from peers and administrators about his or her job performance.
29. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
30. Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor.
31. Follow attendance policy as assigned by supervisor.
32. Perform other functions that may be assigned by the Administration and/or supervisor.

**Supervisory Responsibilities:**

Supervise and evaluate the work of staff as assigned by the school principal. Direct the work of personnel as assigned.

**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:** 11/4/21

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.

**Job Title:** Assistant Principal Secondary

**Employee Signature:**

**Date:**

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