

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Associate Principal Senior High	Wage/Hour Status:	Exempt
Reports To:	Principal	Pay Range:	870
Dept./School:	Campus	Date Revised:	09/10/18

Primary Purpose:

Assist the school principal in the overall school administration and provide leadership in a number of specific areas of school operation. Functions as the head of the school in times of absence of the regular principal.

Qualifications:

Education/Certification:

Master's Degree in Education
Valid Teacher/Principal Certificate

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Strong organizational, communication, public relations, and interpersonal skills
Ability to manage budget and personnel
Ability to evaluate instructional program and teaching effectiveness
Ability to implement policy and procedures

Experience:

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

Major Responsibilities and Duties:

Direct oversight and responsibility for all student organizations

Provide for all students equitably to promote and support efforts to help each child develop a sense of self-worth

Demonstrate high expectations and high regard for community, district, schools, staff, and promote a positive, caring climate for learning

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

Develop and support student management system that results in positive student behavior

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

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

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 achievement data, to examine program/service effectiveness

Delegate duties, responsibilities, and functions effectively

Keep informed of and comply with all regulations and policies of the local, state, district, and campus concerning curriculum, student management, personnel matters, UIL rules, co-curricular and extracurricular groups

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

Observe employee performance, record observations, and conduct evaluation conferences as needed for designated teacher appraisal system and other assigned employees

Seek and use evaluative feedback from peers, subordinates, and administrators about job performance

Support principal with identification, assessment, and delivery of professional learning and assist teachers effectively in designing learning experiences for students

Take the initiative to develop professional skills appropriate to job assignment

Supports using technology to coordinate, schedule and effectively manage the use of all facilities and fiscal resources

Assist with planning and administration of daily school activities including attendance monitoring and extracurricular activity schedules

Work with department heads and faculty to compile the annual budget requests based on documented program needs

Requisition supplies, textbooks, and equipment and monitor and maintain the fixed assets inventory in accordance with district procedures

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

Supervisory Responsibilities:

Shares supervisory responsibility for professional staff with school principal; does not serve as direct supervisor

Equipment Used:

Standard office equipment including personal computer and peripherals, phone

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Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions

Physical Demands/Environmental Factors:

Occasional district wide travel; occasional prolonged and irregular hours; frequent sitting, standing, stooping, bending, kneeling, twisting, reaching, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; work inside and outside (exposure to sun, heat, cold and inclement weather); exposure to noise

Acknowledgment:

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:** 09-10-18 _____

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:** _____