

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Associate Principal Senior High (Curriculum/Instruction -246 days)	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Principal	<b>Pay Range:</b>	870
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	07/03/18

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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. Functions as the head of the school in times of absence of the regular principal.

**Qualifications:**

**Education/Certification:**

Master's Degree

Valid Teacher/Principal Certification

**Special Knowledge/Skills:**

Demonstrate exceptional expertise in curriculum and instruction

Ability to analyze multi-dimensional problems in order to implement effective solutions

Ability to evaluate instructional program and teaching effectiveness

Ability to analyze data to monitor student success

Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

Minimum of three years teaching experience

Minimum of two years in an instructional leadership role

**Major Responsibilities and Duties:**

Collaborate with teacher leaders to design, develop, and implement master schedule

Foster and communicate understanding of master schedule with counseling, administration, and all other departments

Analyze data to implement effective scheduling practices to meet the needs of all populations

Maximize facility use to meet student-scheduling needs

Support the academic program by participating in team and department meetings

**Job Title:** Associate Principal Senior High

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

Assist in the development of innovative learning plans to meet unique needs to students

Connect with district and campus resources to create professional learning opportunities for instructional staff

Identify learning opportunities to develop teacher expertise in a wide array of programs, including Advanced Placement, dual credit, career and technology, the arts, ESL, and special education

Develop and oversee the new teacher-mentoring program

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 improvement efforts

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

Help clarify and pursue a common vision for school improvement, including use of evaluative findings to examine program/service effectiveness

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

Use the Texas Teacher Evaluation and Support System (T-TESS) appropriately with teachers and appraisers assist in the development of supplemental criteria

Collaborate with individual teachers to develop, execute, and monitor plans to foster teacher growth

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

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

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

Conduct classroom observations in the teacher evaluation system

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

Work with campus leaders to compile the annual budget requests based on documented program needs

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

**Job Title:** Associate Principal Senior High

Follow attendance policy as assigned by supervisor

Perform other duties 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); coordinate campus support functions; maintain emotional control under stress; work with frequent interruptions

**Physical Demands/Environmental Factors:**

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

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**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:** 07-03-2018

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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:** \_\_\_\_\_