

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>JOB TITLE:</b>	Assistant Principal Elementary	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>PAY GRADE:</b>	850
<b>DEPT./SCHOOL:</b>	Campus	<b>DATE REVISED:</b>	6/11/15

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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

Certification: Principal

Teacher Certification

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction

Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

Three years of teaching experience

Two years in an instructional leadership role

**MAJOR RESPONSIBILITIES AND DUTIES:**

Assist principal with building instructional program, which ensures that each student is achieving to potential.

Work with at-risk and special needs committees to ensure best instructional plans for at-risk and special needs students.

Liaison between teachers, counselors, students to help students develop responsible citizenship traits.

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

Communicate and support expectations that are consistent with district objectives.

Assist with maintenance of a building environment that is conducive to learning.

Help clarify and pursue a common vision for school improvement.

Assist building principal with formation of goals and objectives and the Campus Improvement Plan.

Use the Texas Teacher Appraisal System appropriately with teachers and appraisers, assist in the development of supplemental criteria.

Assist in evaluation of school personnel.

Attend scheduled district meetings as appropriate.

Assist with supervision of all school activities.

Work with teachers, counselors, and principal in maintaining a program for student discipline/citizenship.

Assist in supervision of students to ensure the safety of all.

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

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

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

Promote a positive, caring climate for learning.

Collaborate in development of school-wide schedule.

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

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

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

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

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

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

Assist principal in designing and delivering professional development for staff.

Control the receiving, distribution, and accounting of textbooks.

Assist with coordination and supervision of special programs/activities.

Assist in communications with parents.

Assist with the in-school suspension program.

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

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:**

Monitor a small group of employees.

#### **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.

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**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:** 06-11-15

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

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