



Longview Independent School District

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR SECONDARY PROGRAMS/HIGH SCHOOL PRINCIPAL

JOB TITLE:	Assistant Superintendent for Secondary Programs/ High School Principal	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent - Campus Accountability	TERMS:	226 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Administrative 7

PRIMARY PURPOSE:

Direct and manage instructional program and supervise operations and personnel at campus level; provide leadership to ensure high standards of instructional service; oversee compliance with district policies, success of instructional programs, and operation of all campus activities

QUALIFICATIONS:

Education/Certification:

Master's degree in Educational Administration from an accredited college or university
Texas Mid-Management or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to interpret policy, procedures, and data
- Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher

Five years experience in instructional leadership roles



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MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program; include students and community representatives when appropriate

School or Organization Morale

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals
4. Foster collegiality and team building among staff members; encourage their active involvement in decision-making process
5. Provide for two-way communication with superintendent, staff, students, parents, and community
6. Communicate and promote expectations for high-level performance to staff and students; recognize excellence and achievement
7. Ensure the effective and quick resolution of conflicts

School or Organization Improvement

8. Build common vision for school improvement with staff; direct planning activities and put programs in place with staff to ensure attainment of school's mission
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement
10. Develop and set annual campus performance objectives for each of the academic excellence indicators using the campus planning process and site-based decision making committee
11. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each academic excellence indicator



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Personnel Management

12. Interview, select, and orient new staff; approve all personnel assigned to campus
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
14. Observe employee performance, record observations, and conduct evaluation conferences with staff
15. Assign and promote campus personnel
16. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus
17. Work with campus-level planning and decision-making committees to plan professional development activities
18. Confer with subordinates regarding their professional growth; work with them to develop and accomplish improvement goals

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies and state and federal laws and regulations affecting the schools
20. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control; accurately report fiscal information
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks
22. Manage use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus

[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds]



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Student Management

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook
25. Conduct conferences about student and school issues with parents, students, and teachers

Professional Growth and Development

26. Develop professional skills appropriate to job assignment
27. Demonstrate professional, ethical, and responsible behavior; serve as a role model for all campus staff

School or Community Relations

28. Articulate the school's mission to the community and solicit its support in realizing the mission
29. Demonstrate awareness of school and community needs and initiate activities to meet those needs
30. Use appropriate and effective techniques to encourage community and parent involvement

Other

31. Comply with district policies, as well as state and federal laws and regulations
32. Adhere to the district's safety policies and procedures
33. Maintain confidentiality in the conduct of district business
34. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
35. Demonstrate regular and prompt attendance
36. Other duties as assigned



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ASSISTANT SUPERINTENDENT FOR SECONDARY PROGRAMS

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

T-PESS

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: AUG., 2020