



# Longview Independent School District

## JOB DESCRIPTION

### ASSISTANT PRINCIPAL – HIGH SCHOOL

<b>JOB TITLE:</b>	Assistant Principal - High School	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Campus	<b>PAY GRADE:</b>	Administrative 4

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#### PRIMARY PURPOSE:

Assist the school principal in overall administration of instructional program and campus level operations; coordinate assigned student activities and services

#### QUALIFICATIONS:

##### Education/Certification:

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

##### Special Knowledge/Skills:

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations

##### Experience:

Three years experience as a classroom teacher

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Instructional Management

1. Participate in development and evaluation of educational programs
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate
3. Promote the use of technology in teaching/learning process



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### School/Organizational Climate

4. Promote a positive, caring climate for learning
5. Deal sensitively and fairly with persons from diverse cultural backgrounds
6. Communicate effectively with students and staff

#### School/Organizational Improvement

7. Participate in development of campus improvement plans with staff, parents, and community members
8. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
9. Serve as campus liaison with law enforcement agencies

#### Personnel Management

10. Observe employee performance, record observations, and conduct evaluation conferences; serve as second appraiser for designated teacher appraisal system
11. Assist principal in interviewing, selecting, and orienting new staff
12. Secure substitutes outside of school hours

#### Administration and Fiscal/Facilities Management

13. Supervise operations in principal's absence
14. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
15. Assist reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations
16. Work with department heads and faculty to compile annual budget requests based on documented program needs



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#### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

##### **Administration and Fiscal/Facilities Management (continued)**

17. Requisition supplies, textbooks, and equipment; check inventory; maintain records and verify receipts for materials
18. Assist with safety inspections and safety drill practice activities
19. Coordinate transportation, custodial, cafeteria, and other support services
20. Comply with federal and state laws, State Board of Education rule, and board policy

##### **Student Management**

21. Ensure that students are adequately supervised during non-instructional periods
22. Help to develop a student discipline management system that results in positive student behavior
23. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable
24. Conduct conferences on student and school issues with parents, students, and teachers
25. Administer medication to students when nurses are unavailable

##### **Professional Growth and Development**

26. Participate in professional development to improve skills related to job assignment

##### **School/Community Relations**

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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other

30. Comply with district policies, as well as state and federal laws and regulations
31. Adhere to the district's safety policies and procedures
32. Maintain confidentiality in the conduct of district business
33. 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)
34. Demonstrate regular and prompt attendance
35. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Share supervisory responsibility for professional staff with school principal; supervise teachers, custodians, paraprofessionals and clerical personnel and others as assigned

### 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



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### WORKING CONDITIONS: (continued)

#### 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:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or 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 DATE: Feb., 2017