



# Longview Independent School District

## JOB DESCRIPTION

# ASSISTANT PRINCIPAL – EAST TEXAS MONTESSORI PREP ACADEMY

<b>JOB TITLE:</b>	Assistant Principal – East Texas Montessori Prep Academy	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Assigned Campus and Level	<b>PAY GRADE:</b>	Administrative 3 (Grant Funded)

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

#### Administration and Fiscal/Facilities Management

14. Supervise operations in principal's absence
15. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
16. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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

17. Work with department heads and faculty to compile annual budget requests based on documented program needs
18. Requisition supplies, textbooks, and equipment; check inventory; maintain records and verify receipts for materials
19. Assist with safety inspections and safety drill practice activities
20. Coordinate transportation, custodial, cafeteria, and other support services

#### 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

#### Professional Growth and Development

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

#### School/Community Relations

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



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

#### **Other**

29. Comply with district policies, as well as state and federal laws and regulations
30. Adhere to the district's safety policies and procedures
31. Maintain confidentiality in the conduct of district business
32. 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)
33. Demonstrate regular and prompt attendance
34. 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; frequent light lifting and carrying (15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION:

T-PESS

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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., 2020