



# Longview Independent School District

## JOB DESCRIPTION

### ASSISTANT PRINCIPAL – MIDDLE SCHOOL IB MIDDLE YEARS PROGRAM

<b>JOB TITLE:</b>	Assistant Principal - Middle School/IB Middle Years Program	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	207 Days
<b>DEPARTMENT:</b>	Assigned Campus and Level	<b>PAY GRADE:</b>	Administrative 3

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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; to include supporting the International Baccalaureate philosophy

#### 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



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

##### **Instructional Management (continued)**

3. Promote the use of technology in teaching/learning process
4. Support International Baccalaureate philosophies
5. Attend International Baccalaureate training as required
6. Oversee teaching instructionally using the International Baccalaureate framework

##### **School/Organizational Climate**

7. Promote a positive, caring climate for learning
8. Deal sensitively and fairly with persons from diverse cultural backgrounds
9. Communicate effectively with students and staff

##### **School/Organizational Improvement**

10. Participate in development of campus improvement plans with staff, parents, and community members
11. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
12. Serve as campus liaison with law enforcement agencies
13. Personnel management
14. Observe employee performance, record observations, and conduct evaluation conferences; serve as second appraiser for designated teacher appraisal system
15. Assist principal in interviewing, selecting, and orienting new staff
16. Secure substitutes outside of school hours



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

##### **Administration and Fiscal/Facilities Management**

17. Supervise operations in principal's absence
18. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
19. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations
20. Work with department heads and faculty to compile annual budget requests based on documented program needs
21. Requisition supplies, textbooks, and equipment; check inventory; maintain records and verify receipts for materials
22. Assist with safety inspections and safety drill practice activities
23. Coordinate transportation, custodial, cafeteria, and other support services

##### **Student Management**

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

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

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



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

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

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

#### **Other**

32. Comply with district policies, as well as state and federal laws and regulations
33. Adhere to the district's safety policies and procedures
34. Maintain confidentiality in the conduct of district business
35. 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)
36. Demonstrate regular and prompt attendance
37. 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



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### 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

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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: Jan., 2019