

Lancaster ISD Job Descriptions

Human Resources Department

Assistant Principal
Updated: April 12, 2018

Job Title:	Assistant Principal	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	Administrative
Campus:	Campus and Level as Assigned	Number of Days:	Middle School – 207 Elementary - 207

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
- Texas assistant principal or other appropriate Texas certificate

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.

School/Organizational Climate

1. Promote a positive, caring climate for learning.
2. Deal sensitively and fairly with persons from diverse cultural backgrounds.
3. Communicate effectively with students and staff.

School/Organizational Improvement

1. Participate in development of campus improvement plans with staff, parents, and community members.
2. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

1. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
2. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

1. Supervise operations in principal's absence.

2. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
3. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
4. Work with department heads and faculty to compile annual budget requests based on documented program needs.
5. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
6. Assist with safety inspections and safety-drill practice activities.
7. Coordinate transportation, custodial, cafeteria, and other support services.
8. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

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

Professional Growth and Development

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

School/Community Relations

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

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.
Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress
Work with frequent interruptions
Occasional district-wide travel
Occasional prolonged and irregular hours

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.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Lancaster ISD Job Descriptions

Human Resources Department

Assistant Principal
Updated: April 12, 2018

Print Name: _____	Date: _____
Job Title: Assistant Principal, High School	Wage/Hour Status: Exempt
Reports to: Principal	Pay Grade: Administrative
Campus: High School	Number of Days: 215

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
Texas assistant principal or other appropriate Texas certificate

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.

School/Organizational Climate

1. Promote a positive, caring climate for learning.
2. Deal sensitively and fairly with persons from diverse cultural backgrounds.
3. Communicate effectively with students and staff.

School/Organizational Improvement

1. Participate in development of campus improvement plans with staff, parents, and community members.
2. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

1. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
2. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

1. Supervise operations in principal's absence.

2. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
3. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
4. Work with department heads and faculty to compile annual budget requests based on documented program needs.
5. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
6. Assist with safety inspections and safety-drill practice activities.
7. Coordinate transportation, custodial, cafeteria, and other support services.
8. Comply with federal and state laws, State Board of Education rule, and board policy.

Student Management

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

Professional Growth and Development

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

School/Community Relations

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

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.
Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress
Work with frequent interruptions
Occasional district-wide travel
Occasional prolonged and irregular hours

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.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

