AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT MANAGEMENT PRINCIPAL**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 7**	DUTY DAYS:	**260**	DATE REVISED:	**07/14/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Incumbent must have five (5) years of progressively responsible administrative experience to include some supervisory experience.

SKILL REQUIREMENTS:

This position requires the incumbent to have knowledge of a specialized field such as supervisory and management procedures. Incumbent must be able to supervise, make decisions, and have personnel management techniques. Incumbent must display initiative, ability to work independently, and function under stress and time requirements. Incumbent must have knowledge of accounting procedures; building plans, construction, etc., and have excellent telephone and communication skills. Incumbent must be able to operate a computer and all windows-based programs, a calculator, microcomputer, etc. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for all aspects of textbook ordering, issuance, and accounting; to maintain inventory; to assign student lockers; to issue building keys; to coordinate computer software purchases and use. Incumbent is also responsible for managing campus building needs including the supervision of the Building Operator, Head Custodian, Assistant Head Custodian, Groundskeeper and custodial staff in the maintenance, cleaning, repair, renovation, facility use, etc.

ESSENTIAL FUNCTIONS:

- Manage the campus building and grounds operations including the supervision of the Building Operator, Head Custodian, Assistant Head Custodian, Groundskeeper, and custodial staff in the maintenance, cleaning, repair, renovation, and facility use.
- Issue keys to faculty and staff annually.
- Coordinate and manage building and grounds facility use requests by campus staff in house Google Doc application.
- Coordinate and manages building facility use requests by district personnel, City of Austin, parent organizations, community groups, etc. via Facilitron
- Prepare and sign all work orders for the repair of equipment including business machines, and oversee the physical buildings and grounds, parking lots, courtyards, trees.
- Responsible for security of the building.
- Responsible for textbooks including requisitioning, annual reports, payment, teacher accounting, activity fund accounts, issuance, and refunds.
- Responsible for employment interviews, selections, payroll, annual evaluations, and corrective discipline reports for all employees directly supervised.

- Assign student lockers and combinations.
- Responsible for designing, distributing, and managing Student Parking Permits.
- Responsible for designing, distributing, and managing Student IDs.
- Supervise building renovations and alterations with contractors and construction management architects.
- Coordinate computer purchases (hardware and software) and instruct teachers and staff (clerical) in use.
- Maintain current school activities calendar and assign appropriate custodial overtime for activities after school with provisions for equipment needs, etc.
- Compile and analyze Capital Outlay requests and submits proper reports or requisition.
- Supervise campus safety inspections.
- Operate microcomputer using database management system and word processing.
- Contact vendors to obtain appropriate bids required for purchases, etc.
- Develop computer programs for office and faculty needs in textbook accounting, inventory records, mailing lists, and student obligations.
- May perform clerical duties related to the collection, entry, and maintenance of state-reportable student information and provide support for campus verification processes for state reporting through the Public Education Information Management System (PEIMS), in accordance with district policies and PEIMS & Data Quality Department procedures, as assigned by the campus principal or designee.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 45 pounds)

Environment: Standard office setting, sometimes noisy, some travel district-wide

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

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PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Principal. Incumbent may directly supervise the Building Operator, Head Custodian, Assistant Head Custodian, Groundskeeper, and custodial staff members. Incumbent regularly communicates with teachers, students, parents, Austin ISD central offices, community groups, vendors, and private contractors.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	