



ASSISTANT PRINCIPAL, ELEMENTARY

Rev. June 2022

Job No.: C350

Reports to: Principal or designee

Dept./Campus: Elementary Campus

FLSA Status: Exempt

Pay Grade: CA3

Term: 207 Days

PRIMARY PURPOSE:

To assist the school principal in the direction and management of instructional programs and supervision of operations and personnel at campus level, provide leadership to ensure high standards, oversee curriculum development and skillful delivery to students. Assist in overseeing compliance with district policies, ensure success of instructional programs, and operation of all campus activities.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Embody the LISD Campus Leadership Profile, including establishing a clear focus, effectively managing change and creating a purposeful community.
- Establish a collaborative culture in which the LISD PLC Collective Commitments are evident.
- Demonstrate behavior that is professional, ethical and responsible.
- Serve as administrative head of the school in the absence of the principal.
- Work with faculty, parents, and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Implement processes and systems focused on growth for all students.
- Participate in the development and evaluation of educational programs.
- Develop, implement and monitor special projects as assigned by the principal.
- Provide leadership for continuous improvement of learning.
- Conduct conferences with parents, students and teachers concerning school and student issues.
- Communicate and promote expectations for high-level performance to staff and students.
- Requisition supplies, textbooks, and equipment; conduct inventories, maintain records; verify receipts of such materials.
- Demonstrates regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in education from an accredited university (must be completed within one year of hire).
- Texas Principal or other appropriate Texas certificate.
- Minimum of three years teaching experience, elementary level preferred.

Knowledge/Skills/Abilities:

- Knowledge of and involvement in curriculum and instruction.
- Skills in organization; communication; and interpersonal relations.
- Ability to coordinate campus support operations; coordinate campus functions; evaluate instructional programs and teacher effectiveness; implement policies and procedures; interpret data; manage budget and staff; manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc. and frequent movement around the campus building and grounds.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional lifting and carrying up to 25 pounds.
- May be required to pass a SAMA or other crisis prevention training class.
- May be required to assist in crisis intervention.
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.