Human Resources
(325)677-1444 e
(325)794-1320 fax

Abilene Independent School District

241 Pine Street • Abilene, Texas 79604 • (325) 677-1444

Job Title: Assistant Principal – High School

Exemption Status/Test: Exempt/Administrator in an Educational Establishment

Reports to: Principal

Dept./School: Assigned Campus and Level

Primary Purpose:

Direct and manage assigned areas of instructional program and campus operations. Oversee assigned student activities and services.

Qualifications:

Education/Certification:
Master's degree
Texas principal or other appropriate Texas certificate
Advanced Education Leadership (AEL) certification, Instructional Leadership Training (ILT), or Instructional Leadership Development (ILD)

Special Knowledge/Skills:
Knowledge of campus operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, and interpersonal skills

Experience:
Three years experience as a classroom teacher

Major Responsibilities and Duties:

Instructional Management

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate. Participate in program evaluation measures and make suggestions for improvement where needed.

2. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.

3. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

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School/Organizational Improvement

4. Take a leadership role in planning activities and implementing programs to ensure attainment of the school's mission.

5. Participate in development of campus improvement plans with staff, parents, and community members.

6. Help principal develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.

Student Management

7. May act as campus behavioral coordinator in accordance with state laws and regulations.

8. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.

9. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.

10. Conduct conferences about student and school issues with parents, students, and teachers.

11. Ensure that students are adequately supervised during noninstructional periods.

Administration and Fiscal/Facilities Management

12. Oversee campus operations in principal's absence.

13. Take a leadership role in planning and scheduling of daily school activities including the development of class schedules, teacher assignments, and extracurricular activity schedules.

14. Oversee reporting and monitoring of student attendance and work with staff to identify and address issues.

15. Work with department heads and faculty to compile annual budget requests based on documented program needs.

16. Requisition supplies, textbooks, and equipment and monitor and maintain inventory in accordance with district procedures.

17. Coordinate operational support services such as transportation, custodial, and cafeteria to best meet campus needs.

18. Comply with district policies, state and federal laws, and regulations affecting schools.

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Personnel Management

19. Observe employee performance, record observations, and conduct evaluation conferences as needed for designated teacher appraisal system.

20. Assist principal in interviewing, selecting, and orienting new staff.

School/Community Relations

21. Articulate the school's mission to community and solicit its support in realizing the mission.

22. Demonstrate awareness of school-community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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