VACANCY ANNOUNCEMENT

Job Title: Elementary Assistant Principal  
Reports to: Principal  
Dept/School: Assigned Campus

Work Year: 205 days  
Salary Range: $60,500 - $73,500  
Date Revised: 12/10/2014

Primary Purpose:

Under the direction of the principal, assist the principal in coordinating the efficient operation of the assigned elementary school in the delivery of appropriate student learning experiences and the administration of co-curricular activities.

Qualifications:

- **Education/Certification:**
  - Master’s degree
  - Texas Principal or other appropriate Texas certificate
  - Eligible to be certified appraiser for the Professional Development and Appraisal System (PDAS) appraiser or other approved evaluation system

- **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**
- Participate in development and evaluation of educational programs.
- Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- Promote the use of technology in teaching/learning process.
- Conduct regular, instructionally focused classroom walk-throughs

**School/Organizational Climate**
- Promote a positive, caring climate for learning.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively with students and staff.

**School/Organizational Improvement**
- Participate in development of campus improvement plans with staff, parents, and community members.
Communicate effectively with staff, students and community members.

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

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

**Student Management**
- Ensure that students are adequately supervised during noninstructional periods.
- Help to develop a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- Conduct conferences on student and school issues with parents, students, and teachers.

**Professional Growth and Development**
- Participate in professional development to improve skills related to job assignment.

**School/Community Relations**
- Articulate the school’s mission to community and solicit its support in realizing mission.
- Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 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.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

Application Procedure:

Internal District Employees

Notify your current supervisor of your intent to apply. Submit letter of interest and resume to FISD Human Resources Dept. at lytled@friscoisd.org.

External Applicants:

Fill out an online application for this position at www.friscoisd.org. External applicants MUST complete on-line application and current professional reference information to be considered for this position.

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.

Approved By: ____________________________ Date: ____________________

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