

Killeen Independent School District Job Description

Job Title: Assistant Principal Elementary School
Reports To: Principal
FLSA Status: Exempt

SUMMARY

Assists the principal in the overall administration of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in maintaining discipline throughout the student body.

Assists in reporting and monitoring student attendance and tardies.

Assists with bus issues and discipline and referrals.

Monitors the supervision of students in places other than the classroom.

Supervises student behavior during co-curricular and extra-curricular activities.

Assists in monitoring and supervising the instructional program.

Assists in providing and supervising professional learning opportunities for campus faculty and staff.

Appraises and conducts short walks for professional building personnel as part of the teacher appraisal system and evaluation processes.

Assists and supervises substitutes in the performance of their duties.

Assists in the supervision of all campus staff.

Develops duty schedules for professionals and paraprofessionals.

Monitors plant security and safety standards to include fire prevention and school bus evacuations.

Facilitates insurance and benefits open enrollment.

Facilitates and/or assists with Impact Aid.

Assists in the development and updates of the school crisis plan.

Oversees maintenance and upkeep of building.

Requests minor building repairs and maintenance.

Maintains and monitors campus textbooks to include state textbooks.

Assists in the budget process.

Requisitions, dispenses, and inventories supplies and equipment.

Develops instructional schedules for teachers, students, and aides.

Serves as test coordinator, 504 coordinator, at-risk coordinator, RtI coordinator, dyslexia coordinator, random drug testing coordinator, LPAC representative, coordinator for employee return to work program and as coordinator for employee benefits enrollment and special education referrals.

Serves as liaison for student teachers/field observation with area colleges and universities.

Is responsible for all state mandated testing.

Facilitates communication within the school and between school and community.

Participates in program development at the campus and district level.

Assists with issues related to special programs, such as Special Education, Bilingual, At-Risk, 504, TAG testing, the behavior management program, etc.

Attends Faculty/Parent Night and Campus and/or district-wide meetings.

Assists with identifying and monitoring students who are served under state compensatory funds as a means of reducing district dropout rates.

Maintains campus employee and student handbooks.

Attends workshops and conventions for professional development.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Assists with the supervision of teachers and staff at assigned campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's Degree and three years of teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal certificate.

LANGUAGE SKILLS

Ability to read and interpret professional journals. Ability to write routine reports and educational correspondence. Ability to speak effectively before groups of parents, students and/or faculty. Ability to effectively present information and respond to questions from faculty, parents, students, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet. Must be able to manage conflicts.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must occasionally be able to restrain students, without injuring students. Must occasionally be able to run after a student and/or react quickly to violent situations. Additionally, the employee must occasionally deal with students and adults in tense and confrontational situations.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.