

**Waco Independent School District  
JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Principal - High School	<b>Wage/Hour Status:</b>	Exempt/Contracted
<b>Reports To:</b>	Principal	<b>Pay Grade/Days:</b>	105/226
<b>Dept./School:</b>	Assigned School	<b>Date Revised:</b>	2018

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**Primary Purpose:**

Assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services

**Qualifications:**

**Education/Certification:**

Master's degree or current enrollment in program leading to Master's degree and full administrator's certification

Texas assistant principal or other appropriate Texas certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) Appraiser

**Special Knowledge/Skills:**

Thorough understanding of school operations

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

**Minimum Experience:**

Two years experience as a classroom teacher

**Major Responsibilities and Duties:**

***Instructional Management***

1. Participate in development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.

***School/Organizational Climate***

4. Promote a positive, caring climate for learning.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students and staff.

***School/Organizational Improvement***

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

## High School Assistant Principal

8. 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***

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

### ***Administration and Fiscal/Facilities Management***

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

### ***Student Management***

19. Ensure that students are adequately supervised during non-instructional periods.
20. Help to develop a student discipline management system that results in positive student behavior.
21. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
22. Conduct conferences on student and school issues with parents, students, and teachers.

### ***Professional Growth and Development***

23. Participate in professional development to improve skills related to job assignment.

### ***School/Community Relations***

24. Articulate the school's mission to community and solicit its support in realizing mission.
25. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
26. Use appropriate and effective techniques to encourage community and parent involvement.
27. Perform other duties as assigned.

## High School Assistant Principal

### 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.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

### ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

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Employee Signature

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Date

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Printed Name

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Employee ID #

### Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.