



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0608174

JOB ANNOUNCEMENT

ASSISTANT PRINCIPAL

Jay High School

Closing Date: July 14, 2008

JOB DESCRIPTION

The Assistant Principal, under the supervision of the Campus Principal, is responsible for assisting the Principal in the overall administration of instructional programs and campus level operations.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's Degree
- Texas Mid-management, Principal, or other appropriate Texas Certificate
- Minimum of 3 years experience as a classroom teacher
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Develop and maintain rules and regulations governing student behavior.
2. Conduct formal observations and evaluate teachers and staff.
3. Coordinate substitute teachers.
4. Supervise student activities.
5. Supervise campus/cafeteria before and after school.
6. Assist in development of teacher handbook.
7. Assist in attendance accounting.
8. Maintain accurate textbook and campus inventory records.
9. Monitor lesson plans.
10. Monitor parking, lockers, and detention hall.
11. Perform other duties as assigned.

TERMS OF EMPLOYMENT

SALARY: \$63,074 – \$79,472

PAY GRADE: A72

WORK DAYS: 213

FOR HR USE ONLY
PCN: P6C3C120 00030
S63XW 00030

For consideration, interested persons must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600