



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0608177

JOB ANNOUNCEMENT

VICE PRINCIPAL

Jefferson Middle School

Closing Date: July 14, 2008

JOB DESCRIPTION

The Vice 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
- Minimum 2 years Administrative experience
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Participate in development and evaluation of educational programs.
2. Participate in development of campus improvement plans with staff, parents, and community members.
3. Help principal develop and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators.
4. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
5. Assist principal in interviewing, selecting, and orienting new staff.
6. Supervise operations in principal's absence.
7. Help plan daily school activities by participating in the development of class lists, teacher assignments, and extracurricular activity schedules.
8. Assist with safety inspections and safety drill practice activities.
9. Comply with federal and state laws, State Board of Education rules, and board policy.
10. Help to develop a student discipline management system that results in positive student behavior.
11. Participate in professional development to improve skills related to job assignment.
12. Articulate the school's mission to community and solicit its support in realizing mission.
13. Perform other duties as assigned by the principal.

TERMS OF EMPLOYMENT

SALARY: \$61,531 - \$77,530

PAY GRADE: A70

WORK DAYS: 213

FOR HR USE ONLY
PCN: P6C2C110 00018
S62XT 00018

For consideration, interested persons and NISD Classified/Auxiliary personnel 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

Northside ISD is an Equal Opportunity Employer

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