

San Antonio ISD

Job Description

ASSOCIATE PRINCIPAL, HIGH SCHOOL

TEACHER INCENTIVE FUND (TIF) CAMPUSES

SAM HOUSTON HIGH SCHOOL

HIGHLANDS HIGH SCHOOL

LANIER HIGH SCHOOL



Opening Date: May 5, 2017
Reports To: Campus Principal
Dept. /School: Campus Assigned

Closing Date: May 19, 2017
Wage/Hour Status: Exempt
Pay Grade: Administrative Program JG 8

Terms of Employment:

12 months/215 days. Salary is at Administrative Program Job Groups 8 on the SAISD Compensation Plan on a term or probationary contract, as applicable. Annual salary range is \$76,600.20 - \$89,070.20 based upon directly related experience.

Primary Purpose:

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

Minimum Qualifications:

Education/Certification:

- Valid Texas Standard Principal or Mid-Management certification
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Ability to demonstrate understanding of school operations
- Ability to demonstrate instructional leadership, communication, organizational and interpersonal skills
- Ability to interpret data and address needs of school and community
- Ability to coordinate campus support operations
- Ability to problem solve, think critically and manage conflicts

Experience:

- Three (3) years of teaching experience in a Dual Language setting.
- Two (2) years of experience in a leadership (non-classroom) role.
- Strong experience working with emergent bilingual students.

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

Associate Principal's Role in Student Achievement

1. Participate in the development, management and evaluation of instructional programs, including magnet programs, as related to student achievement data.
2. Promote a positive, caring climate for learning.
3. Promote the use of technology in teaching/learning process.

Organizational Management/Student Management

4. Supervise campus operations in principal's absence.
5. Ensure that students are adequately supervised during non-instructional periods.
6. Implement a student management system that results in positive student behavior
7. Ensure that school rules are uniformly observed and student discipline is appropriate and equitable.
8. Conduct conferences on student and school issues with parents, students, and teachers.
9. Assist with master schedule development and allocation of resources.
10. Participate in development of campus improvement plans with staff, parents and community members.
11. Assist with the planning/administration of daily school activities including class schedules, attendance monitoring, teacher assignments, and extracurricular activity schedules.
12. Assist with safety inspections and safety-drill practice activities.

Human Resource Administration/Teacher Evaluation

13. Assist principal with the evaluation of faculty and staff as assigned.
14. Assist principal with interviewing, selecting and orienting new staff.

Communication and Community Relations

15. Communicate effectively with staff, students and parents.
16. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
17. Use appropriate and effective techniques to encourage community and parent involvement.

Professionalism

18. Participate in district and campus staff development programs that improve job related skills and professional growth.

Qualities of Effective Associate Principals

19. Keep informed of and comply with state, district, and campus policies affecting schools, including UIL rules, daily attendance, punctuality and confidentiality.
20. Compile, maintain and file all reports, records and other required documents.
21. Attend and participate in faculty meetings and serves on staff committees as required.
22. Comply with the Code of Ethics for Texas Educators.
23. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
24. Daily attendance and punctuality at work are essential functions of the job

Supervisory Responsibilities:

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

Equipment:

Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

Working Conditions:**Mental and Physical Demands:**

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Environmental Factors:

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.).

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt _____ Date: _____

Hiring Administrator _____ Date: _____