

## Posting

(Vacancy Announcement)

**Position Title:** Assistant Principal (Secondary)

**Posting Date:** November 4, 2010

**Deadline:** Until Filled

**Location:** TBD

**Salary Range:** \$56,351 - \$78,620

**Length of Work Year:** 203 days

**Education** Master's degree.  
(Certification/License): Texas assistant principal or other appropriate Texas certificate.  
Certified Professional Development and Appraisal System (PDAS) appraiser.

**Experience:** Two years experience as a classroom teacher.

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

**Special Knowledge/Skills:**

- Thorough understanding of school operations.
- Strong organizational, communication, and interpersonal skills.
- Ability to coordinate campus support operations.
- Participate in development and evaluation of educational programs.
- Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- Promote the use of technology in teaching/learning process.
- Promote a positive, caring climate for learning.
- Deal sensitively and fairly with persons from diverse cultural backgrounds.
- Communicate effectively with students and staff.
- Participate in development of campus improvement plans with staff, parents, and community members.
- Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.
- Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
- Assist principal in interviewing, selecting, and orienting new staff.
- Supervise operations in principal's absence.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
- Work with department heads and faculty to compile annual budget requests based on documented program needs.
- Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
- Assist with safety inspections and safety-drill practice activities.
- Coordinate transportation, custodial, cafeteria, and other support services.
- Comply with federal and state laws, State Board of Education rule, and board policy.
- Ensure that students are adequately supervised during noninstructional periods.
- Help to develop a student discipline management system that results in positive student behavior.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- Conduct conferences on student and school issues with parents, students, and

**Contact Numbers**

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; [www.paisd.org](http://www.paisd.org)



**Send Application and Information to:**

Department of Personnel  
P.O. Box 1388  
Port Arthur, TX 77641-1388

teachers.

- Participate in professional development to improve skills related to job assignment.
- Articulate the school's mission to community and solicit its support in realizing mission.
- Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Perform other duties and functions as assigned by the Principal.
- Supervisory Responsibilities: Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.
- Mental Demands/Physical Demands/Environmental Factors: Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

**Application Procedures:**

**District Employees:**

Letter of Interest and updated résumé

**Contact Person:** Jimmy Wyble

**NonDistrict Applicants:**

1. Letter of Interest for each position.
2. Current résumé
3. Completed application
4. Copy of transcript(s)
5. Criminal record release

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