



Send Application and Information to:

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

Posting

(Vacancy Announcement)

- Position Title:** Principal/Director-School for the Visual and Performing Arts and Technology, PreK-16
- Posting Date:** February 29, 2008
- Deadline:** Until Filled
- Location:** To Be Announced
- Salary Range:** \$78,734 - \$98,195
- Length of Work Year:** 220 days
- Education** Master's degree in educational administration.
(Certification/License): Appropriate Texas administrative certificate.
Certified Professional Development and Appraisal System (PDAS) appraiser.
- Experience:** Knowledge of the Arts and Technology preferred.
Two years experience as a classroom teacher.
- Special Knowledge/Skills/Responsibilities:**
- Working knowledge of curriculum and instruction.
 - Ability to evaluate instructional program and teaching effectiveness.
 - Ability to manage budget and personnel.
 - Ability to coordinate campus functions.
 - Ability to implement policy and procedures.
 - Ability to interpret data.
 - Strong organizational, communication, public relations, and interpersonal skills.
 - Knowledge of the methods and practices used to plan, organize, schedule, and direct specialized arts and cultural programming.
 - Knowledge of the community needs and issues related to organized arts programs for children and adults.
 - Knowledge of the principles and practices of arts and educational program management.
 - Knowledge of the theories and principles of public relations.
 - Knowledge of principles and practices of arts program and arts facility management.
 - Knowledge of the local communications media and techniques for effective advertising and promotion.
 - Oversee the planning of special events and evaluate program effectiveness and participation.
 - Practice effective listening and communication.
 - Effectively resolve public relations and disciplinary problems, and deal tactfully and courteously with the public and staff.
 - Conduct special information tours for members of the press, citizen groups, and donors with regard to publicity and fundraising.
 - Represent the school at national, state, and local professional organizations to enhance the school's involvement in and commitment to the community as both a resource and provider.
 - Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
 - Regularly consult the campus level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
 - Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
 - Foster collegiality and team building among staff members. Encourage their active involvement in decisionmaking process.
 - Provide for two-way communication with superintendent, staff, students, parents, and community.
 - Communicate and promote expectations for high level performance to staff and students. Recognize excellence and achievement.
 - Ensure the effective and quick resolution of conflicts.
 - Direct and manage extracurricular and intramural programs including management of activity funds.
 - Build common vision for school improvement with staff. Direct planning activities and put

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programs in place with staff to ensure attainment of school's mission.

- Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
- Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and sitebased decision making committee.
- Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Assign and promote campus personnel.
- Make recommendations to superintendent on termination, suspension, or nonrenewal of employees assigned to campus.
- Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
- Comply with district policies and state and federal laws and regulations affecting the schools.
- Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
- Compile, maintain, and file all physical and computerized reports, records and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly and safe campus.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.
- Continue to develop professional skills appropriate to job assignment by attending workshops, conferences, and classes.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of school and community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.
- Mental Demands/Physical Demands/Environmental Factors Maintain emotional control under stress. Occasional districtwide and statewide travel; frequent prolonged and irregular hours.
- Perform other duties and functions as assigned by the Superintendent, Deputy Superintendent for Curriculum, Instruction, and School Leadership and the Fine Arts Supervisor.

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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