



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P1109104

### JOB ANNOUNCEMENT

#### ELEMENTARY SCHOOL PRINCIPAL

**Jim G. Martin Elementary School**

**Closing Date: November 17, 2009**

#### JOB SUMMARY

The Principal will provide leadership to ensure high standards are met and oversee compliance with District policies, success of instructional programs, and operation of all campus activities.

#### MINIMUM EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's Degree
- Texas Mid-management or Principal Certification
- Professional Development Appraisal Certificate from TEA
- Minimum of three (3) years campus level administration experience
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough understanding of school operations
- Working knowledge of curriculum and instruction
- Skill in coordinating campus support operations
- Skill in evaluating instructional programs and teaching effectiveness
- Skill in managing staff, operations, projects, and budgets
- Strong organizational, communication, public relations, and interpersonal skills

#### DUTIES AND RESPONSIBILITIES

1. Direct the organization, management, and daily operations of assigned campus.
2. Hire, supervise and evaluate all campus professional, administrative, and support staff.
3. Ensure compliance with federal and state laws, State board of Education rules, and board policy.
4. Prepare and submit the school budget and monitor expenditures according to administrative policies.
5. Develop and implement information systems to track progress on campus performance objectives and academic excellence indicators.
6. Establish and maintain a program of discipline that is supportive of the instructional program.
7. Conduct conferences about student and school issues with parents, students, and teachers.
8. 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.
9. Establish and maintain positive relationships with members of the community and ensure their continued involvement and support.
10. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
11. Perform other duties as assigned.

#### WORKING CONDITIONS

##### **Mental Demands / Physical Demands / Environmental Demands**

Maintain emotional control under stress. Occasional District-wide and State-wide travel; frequent prolonged and irregular hours.

#### TERMS OF EMPLOYMENT

**SALARY:** \$66,708 – \$84,053

**PAY GRADE:** A80

**WORK DAYS:** 220

**TYPE OF ASSIGNMENT:** Full-Time, Exempt

<p><b>FOR HR USE ONLY</b>  <b>PCN: P6C1C100 00069</b>  <b>S61ZH 00073</b></p>
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For consideration, interested persons must complete a Professional Online Application at [www.nisd.net/hr](http://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. Specify any campus preference on your Letter of Intent. 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**