



REQUISITION NUMBER: 1757-1

**JOB ANNOUNCEMENT**  
**VICE PRINCIPAL**  
**Northside Alternative High School**  
**CLOSING DATE: June 13, 2016**

**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.

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Master's Degree
- Texas Mid-management or other appropriate Texas Certificate
- Teacher Certificate in Content Area 9-12 (preferred)
- Minimum of 3 years experience as a classroom teacher
- 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.

**WORKING CONDITIONS**

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Occasional District-wide and State-wide travel; frequent prolonged and irregular hours.

**TERMS OF EMPLOYMENT**

**SALARY:** \$66,680 - \$93,028

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

**PAY GRADE:** AD07

**MINIMUM WORK DAYS:** 213

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

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PN: 11455