



Stephen F. Waddell
Superintendent

June 5, 2006

PLEASE POST

VACANCY ANNOUNCEMENT

Position Title:	Assistant Principal - Elementary
Location:	To Be Decided
Salary Range:	\$52,926 - \$70,192
Days of Duty:	200

Position Summary:

Supports and assists the principal in the effective management of the school that involves the coordination of programs, selection and evaluation of personnel, supervision of students, serving on committees, counseling, and providing support and resources to staff.

Position Requirements:

Advanced Degree is required
Minimum three years experience as a teacher is required
Must hold Teaching Certificate and a Mid-management or Principal Certificate

Illustrative Duties: See attached job description

Application Procedures:

District Employees: Submit letter stating interest and a current resume.

Outside Applicants: Submit letter of intent, district application, resume of experience to: Birdville ISD Personnel Department, 6125 East Belknap, Haltom City, TX 76117-4204 or e-mail attachment to Pam_Worley@birdville.k12.tx.us.

Any questions concerning application procedure, please call David Bach, Coordinator of Personnel Services at (817) 547-5711.

Application Deadline: **Wednesday, June 14, 2006 ~ 10:00 a.m.**

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Birdville ISD -- Job Description

Assistant Principal - Elementary

10.03.00

Identification

Position Title:	Assistant Principal - Elementary
Department:	Administration
Immediate Supervisor:	Principal
Wage/Hour Status:	Exempt

Job Summary

Supports and assists the principal in the effective management of the school that involves the coordination of programs, selection and evaluation of personnel, supervision of students, serving on committees, counseling, and providing support and resources to staff.

Job Scope

This position assists in supervising staff, evaluating personnel, and makes budget recommendations.

Essential Job Duties and Responsibilities

ASSISTS in supervising school faculty and staff members by observing classroom instruction and work performance, conducting teacher and other staff member performance appraisal conferences, providing guidance and counseling, and making viable recommendations when appropriate

DISCIPLINES and SUPERVISES students by monitoring student behavior, conducting student conferences, parent conferences and RECOMMENDING appropriate discipline in accordance with school and district policy

ASSISTS in the instructional management of the school by coordinating the acquisition of textbooks, teachers' supplies and or materials, establishing instructional goals, coordinating various tests (NAPT, TAKS, ITBS, COGAT), and scheduling of special programs

SERVES on the Site-Based Decision Making Team, providing input and keeping principal and staff current on the committee's recommendations

SERVES as chairman and participates on ARD committees

ASSISTS with the district Attendance Officer and parents when absenteeism interferes with student's academic achievement

ASSISTS with students, parents, and BISSD Child Nutrition when accounts are delinquent

MONITORS campus work orders and maintenance requests to Building and Grounds

SCHEDULES and CONDUCTS fire and tornado drills

DEVELOPS and ORGANIZES emergency plans, after-school pickup, and the security of the facility

PROMOTES community relations and involvement by attending and promoting various school/community related activities such as PTA and other volunteer organizations

COUNSELS with parents by listening to parental concerns about student failure, conflicts, teacher communication, and school policies

PROVIDES assistance to students by coordinating tutorial programs, Care Teams, TAKS remediation and preparation, and resolving student/parent

PREPARES a variety of reports such as PEIMS, inventories, discipline reports to central administration, safety reports and expenditures

COORDINATES recognition and awards for faculty, staff, students, PTA, volunteers and community members

SECURES resources for teachers, cafeteria monitors, special programs, library, school; works with budget and activity account to use available funds

PERFORMS related duties as required

Birdville ISD -- Job Description

Assistant Principal - Elementary

10.03.00

Physical and Environmental Conditions

Location of work is in an office or classroom. Ability to move from one location to another.

Minimum Education, Experience and Certification

Advanced degree is required. Three years experience as teacher is required. Must hold teaching certificate and a Mid-management Certificate or Principal Certificate.

Knowledge, Skills and Abilities

Skills in communication, public relations, conflict resolution, problem solving, scheduling, curriculum selection and development, budgeting, collaboration and coordination. Knowledge of modern elementary teaching techniques. Knowledge of curriculum, discipline techniques, student assistance programs offered by district and community, special education programs, Site-Based Decision Making, vendors and purchasing laws, legal responsibilities, latest technology and research. Ability to build morale and support, organize, evaluate situations quickly and make quality decisions according to available information, maintain control in emergency situations, communicate with many diverse situations at the same time. Ability to attend meetings on weekends and evenings. Ability to administer student discipline in a fair and equitable manner. Ability to counsel with teachers, parents, staff and students. Ability to use a personal computer, copy machines and audiovisual equipment. Ability to read, perform basic mathematical calculations and write reports and various correspondence.