

NOTICE OF VACANCY

JACKSONVILLE INDEPENDENT SCHOOL DISTRICT

POSITION: **Assistant Principal
East Side Elementary**

QUALIFICATIONS:

1. Principal or Administrator Certification
2. Two years of successful teaching experience
3. Strong organizational, communication, public relations, and interpersonal skills
4. Working knowledge of curriculum and Instruction
5. Working knowledge of instructional technology
6. Knowledge of TEKS & state testing

MAJOR
RESPONSIBILITIES
AND DUTIES:

- Provide instructional leadership in advancing proven teaching and learning practices;
- Monitor student growth and achievement;
- Observe and evaluate staff to ensure quality instruction and student achievement;
- Supervise operations and personnel at campus level.
- Oversee compliance with district policies, success of instructional programs, and operation of all campus activities
- Prepare required reports and maintain complete and accurate records for the school;
- Deal with discipline issues
- Assist the principal by performing other duties and responsibilities as needed in order to meet school performance standards.

STIPEND/SALARY: Based upon experience and JISD Administrative Salary Schedule

LENGTH OF WORK
YEAR: 11.5 months (210 days)

HOW TO APPLY: Apply online at www.jisd.org
In District: Send Letter of Interest and Resume to:
Jodi Alderete, Principal, jodi.alderete@jisd.org

DEADLINE: Until filled

AN EQUAL OPPORTUNITY EMPLOYER

7-23-2018