



Professional Vacancy Richardson ISD

POSITION: ELEMENTARY ASSISTANT PRINCIPAL (TO CREATE A POOL FOR ANTICIPATED VACANCIES)

REPORTS TO: CAMPUS PRINCIPAL

CONTRACT PERIOD: 207 DAYS - 11 MONTHS

SALARY: LOCAL PAY GRADE: ATN

SALARY RANGE: \$68,943 - \$74,758

QUALIFICATIONS:

- Master's degree.
- Valid Texas teaching certificate with Mid-Management Certification or Principal Certification.
- Three years' successful teaching experience.
- Demonstrated leadership at the campus or district level.
- Exceptional interpersonal and communication (written and oral) skills.
- Leadership, management, and organizational skills.

GENERAL RESPONSIBILITIES: The assistant principal will assist and support the principal with the following:

- Serve as a campus instructional leader.
- Coordinate all aspects of instruction and operations.
- Utilize assessment results to facilitate school improvement.
- Work with students, staff, and parents to develop positive student behavior.
- Demonstrate an awareness of school and community needs and initiate activities to meet those identified needs.
- Coordinate and support non-instructional activities.
- Align all campus activities and practices with the district vision and district improvement plan such as the district's focus on enrichment, differentiated instruction, and implementation of professional learning communities.
- Promote the use of technology in teaching and learning process.
- Provide specific, targeted, and frequent feedback to teachers about leveraging instructional practices.

CRITERIA FOR SELECTION

The assistant principal is expected to:

- Demonstrate strong instructional leadership.
- Communicate and promote high expectations for students and staff so that students will achieve academically excellent results.
- Define high expectations for staff performance regarding instructional strategies, classroom management, and communication with parents which will yield high achievement results for all students.
- Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives and academic excellence indicators.
- Select, develop, recognize, and retain the highest quality and best trained staff.
- Demonstrate the ability to work with students, staff, and parents, which results in a high degree of satisfaction for all.
- Demonstrate the cultural competency (i.e. knowledge, skills, and ability) to effectively respond to the diverse needs of students, staff, community and district from all cultures.
- Provide an effective, cost efficient operation where resources are budgeted in a manner which meets student needs and instructional goals.
- Ensure a safe and engaging learning environment.
- Possess a desire to become a campus principal or assume a district leadership position.

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and all electronic reference forms must be received to be considered. Anyone who has previously applied in Applitrack must update their application by securing new references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:

A handwritten signature in blue ink that reads 'Christopher B. Goodson'.

Christopher B. Goodson, Ed.D.

Assistant Superintendent – Human Resources

DATE:

04/27/21

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.