



## Professional Vacancy Richardson ISD

**POSITION:** ELEMENTARY PRINCIPAL – CAROLYN BUKHAIR ELEMENTARY

**REPORTS TO:** AREA SUPERINTENDENT OF PEARCE LEARNING COMMUNITY

**CONTRACT PERIOD:** 219 DAYS - 11 MONTHS **POSITION CONTROL #25202174**

**SALARY:** LOCAL PAY GRADE: ANO **SALARY RANGE: \$94,636 - \$101,425**

**QUALIFICATIONS:**

- Master's degree.
- Valid Texas teaching certificate with Mid-Management Certification or Principal Certification.
- Minimum of three years' teaching experience.
- Minimum of three years as an assistant principal preferred.
- Demonstrated leadership on districtwide committees and/or districtwide activities.
- Exceptional interpersonal and communication (written and oral) skills.
- Leadership, management, and organizational skills.
- Experience in working with a diverse student population.

**GENERAL RESPONSIBILITIES:**

- Serve as the 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 in a safe and orderly learning environment.
- Demonstrate an awareness of school and community needs and initiate activities to meet those identified needs.
- Coordinate and support non-instructional activities.
- 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 principal is responsible for:**

- Ensuring every student receives high quality instruction.
- Modeling a focus on improving student outcomes.
- Implementing systems that align with the school's vision and mission and improve the quality of instruction.
- Ensuring there are high quality teachers and staff in every classroom throughout the school.
- Establishing and implementing a shared vision and culture of high expectations for all staff and students.

**The principal will:**


- Define high expectations for staff performance regarding instructional strategies, classroom management, and communication with parents which will yield high achievement results for all students.
- Demonstrate the cultural competency (i.e. knowledge, skills, and ability) to effectively respond to the diverse needs of students, staff, and community 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.

**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:**

  
Christopher B. Goodson, Ed.D.

**DATE:** 5/05/2026

Assistant Superintendent – Human Resources

**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.