



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

SECONDARY ASSISTANT PRINCIPAL

REMINDER: All persons wishing to be considered for this position in school year 2011-2012 should apply/reapply at this time online at www.cfsd.net

- Qualifications:**
1. Master's degree from a recognized, accredited college or university required;
 2. Appropriate administrator certification for the assignment; Instructional Leadership Development; certified training for teacher appraisal or eligible for such preferred;
 3. A minimum of four (4) years of successful experience as a classroom teacher; and
 4. Visionary leadership in administration to work with faculties, families, and communities of the 21st century.

Terms of employment: Probationary/Term Contract: 210 days

Salary: Salary Range (based on experience) as set by the Board of Trustees for the school year 2010-2011

Middle School: Pay Grade Administrative/Professional (AP) K

Minimum	Midpoint	Maximum
\$61,215	\$73,458	\$85,701

Senior High: Pay grade Administrative/Professional (AP) J

Minimum	Midpoint	Maximum
\$67,337	\$80,804	\$94,271

Inquiries should be made to: Dawn Triska
Director of Personnel Management and Employee Relations
Phone: 281-517-2680
e-mail: dawn.triska@cfsd.net

Applications accepted online. For information: Human Resources
10300 Jones Road, Suite 238
Houston, Texas 77065
Phone: 281-517-2680 Fax: 281-517-2826
e-mail: patricia.eaves@cfsd.net
[All applicants MUST complete "PrincipallInsight" Apply online](#)

Category: 18-Assistant Principal (Job #5243)

Deadline for application: Until filled
11APsec

ESSENTIAL FUNCTIONS:

1. Administer the school in the absence of the principal and the associate principal.
2. Assist in developing school standards.
3. Provide leadership in the improvement of the total instructional program.
4. Recommend instruments and procedures for determining the degree to which the aims and purpose of the school are being met.
5. Represent the principal at various events.
6. Chair ARD committee meetings in the principal's absence.
7. Control and supervise the Student Activity Program.
8. Program and supervise pupil extra-class activity.
9. Supervise the coordination of a discipline management program and follow-up observation.
10. Responsible at all times for pupil behavior on the campus, at school sponsored activities, and on buses; handling all discipline cases up to and including recommendation for suspension and expulsion.
11. Adjust teacher-pupil problems with regard to discipline.
12. Hold parent conference regarding pupil discipline.
13. Adjust student problems with juvenile and law-enforcing officers.
14. Develop liaison with other county social agencies in assisting the student.
15. Coordinate the entrance of students into the Alternative Learning Center.
16. Supervise the distribution of parking permits and control of parking lot.
17. Approve permits for students to leave campus.
18. Maintain and supervise non-instructional pupil records.
19. Supervise the school plant and custodial staff.
20. Coordinate with the Director of Maintenance all needed repairs.
21. Assign and supervise lunch, hall, and bus duty.
22. Conduct regular fire and civil defense drills.
23. Maintain the non-instructional equipment, supplies, and machines necessary for the function of the school.
24. Maintain the permanent furniture in good working order.
25. Maintain inventory of supplies, equipment, forms, etc.
26. Secure substitute teachers in the absence of any regular staff members.
27. Approve placement of and regulation of student assistants.
28. Maintain and keep accurate records of the distribution of building keys.
29. Program and supervise security measure for the school plant and personnel.
30. Perform any other duties assigned by the Principal.