



Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

ASSOCIATE PRINCIPAL

REMINDER: All persons wishing to be considered for this position in school year 2010-2011 should apply/reapply at this time online at www.cfisd.net.

Qualifications:

1. Master's degree from a recognized, accredited college or university required, with additional graduate study preferred;
2. Appropriate administrator certification for the assignment; Instructional Leadership Development; certified training for teacher appraisal or eligible for such preferred;
3. A minimum of three (3) years of successful administrative or supervisory experience in public schools, with preference given to experience at the high school level;
4. Exemplifies instructional leadership, personal scholarship, a collaborative leadership style, personal integrity, and effective communication skills; and
5. Visionary leadership in public schools, to work with diverse students, faculties, families and communities of the 21st century.

Terms of employment:

Probationary/Term Contract: 220 days

Salary:

Salary Range (based on experience) as set by the Board of Trustees for the school year 2009-2010
Pay Grade Administrative/Professional (AP) 120

Minimum	Midpoint	Maximum
\$66,975	\$79,732	\$92,488

Inquiries should be made to:

Dawn Triska
Director of Personnel Management and Employee Relations
Phone: 281-517-2680
e-mail: dawn.triska@cfisd.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@cfisd.net
[All applicants MUST complete "Principalsight"](#)
[Apply online](#)
Category: 20-Associate (Job #5195)

Deadline for application:

Until filled

Associate10

ASSOCIATE PRINCIPAL:

ESSENTIAL FUNCTIONS:

1. Administer the school in the absence of the principal and represents the principal at various activities.
2. Provide leadership in the improvement of the total instruction program and coordinate the curriculum in grades nine through twelve.
3. Assist in the teacher goal-setting process.
4. Assist the principal and the director of instruction in the evaluation of instructional personnel.
5. Evaluate the process and results of the instructional program.
6. Assist in coordinating the work of all instructional supervisors, resource people, consultants, and all other special people involved with the instructional program.
7. Recommend instruments and procedures for determining the degree to which the aims and purposes of the school are being met.
8. Provide leadership in the promotion of continuing professional development of staff members.
9. Offer recommendations for innovative instructional arrangements and techniques.
10. Coordinate the efforts of guidance personnel in collecting pertinent data from follow-up studies of graduating students in order that more accurate appraisals of the school program may be established.
11. Review and make recommendations with regard to: grading systems; grouping procedures, testing; using educational media and equipment; keeping student records; awarding scholarships; enforcing homework policy.
12. Assume the responsibility for the development of the master schedule, adjusting class loads, approving schedule changes.
13. Coordinate the registration and scheduling of students.
14. Coordinate the work of the counselors and registrar.
15. Develop and implement procedures for the orientation of new teachers and students.
16. Develop and direct the activities of department heads.
17. Coordinate the scholastic and achievement awards programs.
18. Supervise the preparation of all school publications.
19. Supervise the discipline-management program.
20. Perform other duties as assigned by the principal.