



# Cypress-Fairbanks Independent School District

An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

## ELEMENTARY SCHOOL PRINCIPAL

**REMINDER:** All persons wishing to be considered for this position in school year 2010-2011 should make application at this time.

**Qualifications:**

1. Master's degree from a recognized, accredited college or university required, with additional graduate study preferred;
2. Valid administrator certification required;
3. Demonstrated experience with instructional leadership and teacher appraisal;
4. Minimum of four (4) years of successful administrative or supervisory experience in public schools, with preference given to experience at the elementary level;
5. Exemplifies instructional leadership, personal scholarship, a collaborative leadership style, personal integrity, strong interpersonal skills, effective communication skills; and
6. Visionary leadership in public schools to work with diverse students, faculties, families and communities of the 21<sup>st</sup> 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) 122

<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
\$72,514	\$85,312	\$98,109

**Inquiries should be made to:**

Dawn Triska  
Director of Personnel Management and Employee Relations  
Phone: 281-517-2680  
E-mail: [dawn.triska@cfisd.net](mailto: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](mailto:patricia.eaves@cfisd.net)  
[All applicants MUST complete "Principallnsight"](#)  
[Apply online](#)  
Category: 17-Principal (Job#5189)

*J.H.*

**Deadline for application:**  
*Elemprincipal10*

Until filled

## **ESSENTIAL FUNCTIONS: PRINCIPAL (ALL LEVELS)**

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students and community representative (when appropriate).
3. Assume responsibility for the referral process.
4. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
5. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
6. Provide for two-way communication with superintendent, staff, students, parents, and community.
7. Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.
8. Facilitate effective and timely resolution of conflicts.
9. Determine and build a common vision with staff for school improvement; direct planning activities and implement program in collaboration with staff to ensure attainment of school's mission.
10. Identify, analyze, and apply research finding (e.g., effective school correlates) to facilitate school improvement.
11. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members.
12. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator.
13. Interview, select, and orient new staff.
14. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
15. Observe employee performance, record observations, and conduct evaluation conferences with all staff.
16. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
17. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
18. Consult with appropriate district personnel about any employees with whom they share joint responsibility for job assignment performance.
19. Comply with district policies, as well as state and federal laws and regulations affecting the schools.
20. Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
21. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
22. Direct the keeping of sufficient records to meet district, state, and federal guidelines.
23. Results in positive student behavior and enhances the school climate.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
25. Conduct conferences with parents, students, and teachers concerning school and student issues.
26. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
27. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
28. Observe professional ethical standards in accordance with generally accepted community standards and the TEA Code of Ethics.
29. Articulate the school's mission to the community and solicit its support in realizing the mission.
30. Use appropriate and effective techniques for community and parent involvement.