
NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

In compliance with Policy DC, you are requested to place this announcement on the bulletin board.

**ASSISTANT PRINCIPAL
HIDDEN FOREST ELEMENTARY**

MINIMUM QUALIFICATIONS:

- Master's Degree
- Three years of experience in instructional leadership roles
- Three years experience as a classroom teacher
- Valid Texas Teacher Certification by the State Board
- Valid Superintendent, Assistant Superintendent, Principal and/or Mid Management Certification by the State Board of Education
- Posses or obtain upon acceptance of position: Professional Appraisal System Certification and Instructional Leadership Training Certification by the Texas Education Agency
- Valid driver's license with driving record that meets the requirement of the District

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assists the school principal in overall administration of instructional program and campus level operations
- Coordinate assigned student activities and services
- Participate in development and evaluation of educational programs
- Help principal, maintain and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
- Observes employee performance, record observations and conduct evaluation conferences
- Supervises operations in principal's absence
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules
- Supervises reporting and monitoring of student attendance and work with attendance clerk on follow-up investigation
- Conduct conferences on student and school issues with parents, students, and teachers
- Performs additional duties and accepts other responsibilities as may be assigned

TERMS OF EMPLOYMENT:

SALARY: \$57,632-\$70,715 **PAY GRADE:** A4 **WORK SCHEDULE:** ELEVEN MONTHS

Interested persons should submit a letter of intent with a résumé to: North East ISD Human Resources Department, 8961 Tesoro Dr., Suite 200, San Antonio, TX 78217, or email the information to employment@neisd.net. Those who are not district employees must complete an online application at www.neisd.net before submitting the letter of intent and résumé. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remain Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER