

CLARENDON CISD
VACANCY ANNOUNCEMENT – 5-15-18

Position Title: *Jr. High Principal*

Position Summary:

Direct and manage instructional programs and supervise operations and personnel at the JH campus. Provide leadership to ensure high standards of instruction and student achievement, compliance with district policies, and effective operation of all campus activities.

Qualifications:

Education/Certification

- Bachelor's & Master's degree from accredited university (M.Ed in Educational Leadership)
- Valid Texas teaching certificate and Texas Principal certification
- CDL; Active Student/Passenger Endorsement; Updated Bus Driving Certification

Experience

- No experience required

Special Knowledge/Skills

- Work effectively with other members of the administrative team, staff, parents, and students
- Working knowledge of curriculum and instruction
- T-TESS certified appraiser
- Manage budget
- Interpret data and understanding of Texas Accountability

Duties and Responsibilities (examples):

Program Planning and Instruction

1. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
2. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
3. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
5. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of staff assigned to campus including teachers, instructional aides, clerical support staff, and custodians.

Contract Length & Salary:
Application Procedures:

Per Local Salary and relevant work experience

- Complete and submit application
Application available on District Web Site under “Job Opportunities”

<http://www.clarendonisd.net/vimages/shared/vnews/stories/4d933b7542bf1/profapplication-fillable1.pdf>

- Attach resume, official copy of all higher education transcripts, copy of teaching and Principal Certificate, and copy of service record
- District Contact: Mike Norrell, Superintendent; 806-874-2062;
norrell.mike@clarendonisd.net

Application Deadline: June 8, 2018