

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	SUMMER SCHOOL PRINCIPAL			FLSA STATUS:	EXEMPT
PAY GRADE:	SS RATE	DUTY DAYS:		DATE REVISED:	02/13/2025 HC
FUNDING SOURCE:	THIS POSITION IS FOR SUMMER SCHOOL ONLY.				

MINIMUM QUALIFICATIONS

This position requires that the applicant be an AISD current Assistant Principal. A Texas Principal certification with 2+ years of administrative experience is required. Bilingual is preferred.

SKILL REQUIREMENTS

This position requires knowledge and skill the use of personal computers (Word, Excel, etc.). Incumbent must:

- Interact professionally with all types of individuals. Incumbent must be familiar with TEKS, professional and instructional standards in order to coach and develop teachers and staff.
- Possess and demonstrate leadership skills, organizational skills, verbal/written skills, communication skills, and flexible/interpersonal dynamics.
- Analyze test data, conduct needs assessments and support effective implantation and monitoring of strategies.
- Effectively demonstrate collaboration, communication, connection, cultural proficiency, creativity, and critical thinking.
- Plan and manage multiple projects, present, and maintain accurate records, and administer personnel policies.

Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITIES

The purpose of this position is to provide campus administration of a District summer program.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally performed in a standard office environment with no unusual physical demands or exposure to hazardous situations. Some travel may be required. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIP

This position works under the general supervision of the appropriate supervisor of the department

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The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: