



Job Description

Position Title:	Associate Principal-School Network Initiative, Elementary
Job Title:	Associate Principal
Function:	District Management
Family:	Campus Administration

Reports to:	Network Principal	Pay Grade:	NA02
Terms of Employment:	<ul style="list-style-type: none">• 230 days per year.• Probationary-Administration employment agreement.• Salary is on the SAISD Network Associate Principal Pay for Performance Plan.• Salary is at \$93,000.00, entry campus level with the ability to move to higher levels after one full school year of performance assessment.	FLSA Classification:	Exempt
Funding Source:	This position is locally funded.		

Job Scope

Oversee daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

Position Summary

The Network Associate Principal serves as a member of the Network Principal's core leadership team. The Network Associate Principal will lead the overall administration of a Network campus' instructional program and school operations and the coordination of assigned student and community engagement activities and services. The goal is to increase the number of students in great schools by growing the capacity of school leaders and teacher leaders. Network leaders will deepen their impact through exceptional programming and operations *and* extend their impact through the development and execution of a Network model to drive teaching and learning. Networks will be led by Network Principals who are high-capacity school leaders with a track record of success at their existing schools, and who are empowered to expand their impact across multiple campuses and to reach more students in their communities.

Essential Functions / Key Responsibilities

1. Lead the development, management, and evaluation of instructional programs at a Network campus, including specialized programs, as related to student achievement data, under the direction of the Network Principal.
2. Assist Network Principal with interviewing, selecting, orienting, and evaluating faculty and staff.
3. Ensure the Network campus' model, activities, and practices align with and support the vision, mission, and goals of the Network.
4. Provide leadership for establishing a positive, caring environment to focus on continuous improvement for all students.



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5. Promote new and more effective practices based on research for teaching/learning practices.
6. Supervise campus operations.
7. Ensure that students are adequately supervised during non-instructional periods.
8. Implement a student management system that results in positive student behavior.
9. Ensure school rules are uniformly observed and student discipline is appropriate and equitable.
10. Conduct conferences on student and school concerns with parents, students, and teachers.
11. Assist the Network Principal with master schedule development, campus-based budgeting, and allocation of resources.
12. Participate in the development of campus improvement plans with staff, parents, and community members.
13. Assist Network Principal with the planning and administration of daily school activities including class schedules, attendance monitoring, teacher assignments, and extracurricular activity schedules.
14. Assist with safety inspections and safety-drill practice activities.
15. Research and implement effective approaches to encourage community and parent involvement.
16. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- Valid Texas Standard Principal or Mid-Management Certification
- 10+ years of relevant experience to include:
 - 2 years with a successful track record working with historically disadvantaged students and at-risk population.
 - 2 years' experience in teaching
- 2+ years of progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Demonstrated knowledge of general principles, practices, and techniques of family and community engagement that increase parental involvement and directly impact student achievement.
- Demonstrated ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community.
- Excellent interpersonal skills and the ability to work successfully with families of district students, the community at large, as well as all levels of district employees in a collaborative manner.
- Demonstrated ability to problem solve, think critically, and manage conflicts.
- Demonstrated ability to interpret data and address needs of school and community.

Working Conditions



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Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Share supervisory responsibility for professional staff with Network Principal.
- Supervise teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: Date: