



San Antonio's Premier District

NORTHSIDE INDEPENDENT SCHOOL DISTRICT

DEPARTMENT OF HUMAN RESOURCES

REQUISITION NUMBER: 38359-1

**JOB ANNOUNCEMENT  
ELEMENTARY SCHOOL PRINCIPAL  
Tomlinson Elementary School**

**CLOSING DATE: January 7, 2021**

**JOB SUMMARY**

The Principal will provide leadership to ensure high standards are met and oversee compliance with District policies, success of instructional programs, and operation of all campus activities.

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- Master's Degree from an accredited College or University
- Texas Mid-management or Principal Certification
- Texas Teacher Evaluation and Support System Certificate from TEA
- Minimum of three (3) years campus level administration experience
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough understanding of school operations
- Working knowledge of curriculum and instruction
- Skill in coordinating campus support operations
- Skill in evaluating instructional programs and teaching effectiveness
- Skill in managing staff, operations, projects, and budgets
- Strong organizational, communication, public relations, and interpersonal skills

**DUTIES AND RESPONSIBILITIES**

1. Direct the organization, management, and daily operations of assigned campus.
2. Hire, supervise and evaluate all campus professional, administrative, and support staff.
3. Ensure compliance with federal and state laws, State board of Education rules, and board policy.
4. Prepare and submit the school budget and monitor expenditures according to administrative policies.
5. Develop and implement information systems to track progress on campus performance objectives and academic excellence indicators.
6. Establish and maintain a program of discipline that is supportive of the instructional program.
7. Conduct conferences about student and school issues with parents, students, and teachers.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
9. Establish and maintain positive relationships with members of the community and ensure their continued involvement and support.
10. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
11. Perform other duties as assigned.

**WORKING CONDITIONS**

Maintain emotional control under stress. Lifts/carries 25–40 pounds occasionally, more than 45 pounds infrequently with assistance. Pushing/pulling 10-35 pounds sporadically. Continual walking and standing. Occasional sitting, stooping, kneeling, bending, twisting, running, and climbing stairs. Work indoors and outdoors in varying climate conditions. May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others. Daily attendance and punctuality at work are essential functions of the job. Occasional District-wide and State-wide travel; frequent prolonged and irregular hours.

**TERMS OF EMPLOYMENT**

**SALARY:** \$83,054 – \$115,878

**TYPE OF ASSIGNMENT:** Full-Time, Exempt

**PAY GRADE:** AD08

**MINIMUM WORK DAYS:** 220

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

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PN: 5150**