

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Dean of Students Elementary ~~~~ Middle School ~~~~ High School		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administration – Instructional	Elementary – 3 ~~~~ Middle School – 4 ~~~ High School - 5	Elementary – 203 ~~~~ Middle School – 203 ~~~~ High School - 210	Exempt	June 2024

Primary Purpose:

Assist the school principal in overall administration of instructional program and campus-level operations.
Coordinate assigned student activities and services.

Qualification Guidelines:

Education/Certifications:

Bachelor’s degree from an accredited university
Valid Texas Classroom Teaching certificate
Willing to obtain Texas Teacher Evaluation and Support System (T-TESS) certification
Currently holds or near completion of Master’s degree
Has a recommendation from the Educator Prep Program (EPP) or University program to take the Principal as Instructional Leader (PAIL) 268 exam
Will be eligible to apply for the SBEC Principal Intern certificate (which requires passing the PAIL) by the end of the school year during which you are hired as a Dean *
Able to successfully earn the Master’s degree and pass the Performance Assessment for School Leaders (PASL) 368 exam by the expiration date on the Principal Intern certificate *
May be subject to Superintendent reassignment to Assistant Principal job title upon completion of all of the above requirements

***NOTE: Inability to meet this requirement will result in reassignment or termination from Dean position.**

Experience:

Three years’ of creditable teaching experience as a classroom teacher

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Dean of Students Elementary ~~~~ Middle School ~~~~ High School		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administration – Instructional	Elementary – 3 ~~~~ Middle School – 4 ~~~ High School - 5	Elementary – 203 ~~~~ Middle School – 203 ~~~~ High School - 210	Exempt	June 2024

Special Knowledge/Skills/Abilities:

Thorough understanding of school operations
 Strong organizational, communication, and interpersonal skills
 Ability to coordinate campus support operations

Supervisory Responsibilities:

Share supervisory and evaluation responsibilities for professional staff with school principal
 Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Occasional prolonged or irregular hours; occasional districtwide travel
Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Major Responsibilities and Duties:

Instructional Management

1. Monitor the implementation of the district curriculum.
2. Participate in development and evaluation of educational programs.
3. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
4. Promote the use of technology in the teaching/learning process.

School/Organizational Climate

5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Communicate effectively with students and staff.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Dean of Students Elementary ~~~~ Middle School ~~~~ High School		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administration – Instructional	Elementary – 3 ~~~~ Middle School – 4 ~~~ High School - 5	Elementary – 203 ~~~~ Middle School – 203 ~~~~ High School - 210	Exempt	June 2024

School/Organizational Improvement

8. Participate in development of campus improvement plans with staff, parents, and community members.
9. Help principal develop and use information systems to maintain records to track progress on campus performance objectives.

Personnel Management

10. Observe employee performance, record observations, and conduct evaluation conferences.
11. Serve as second appraiser for designated teacher appraisal system.
12. Assist principal in interviewing, selecting, and orienting new staff.

Administration and Fiscal/Facilities Management

13. Supervise campus operations in principal’s absence.
14. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
15. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
16. Work with department heads and faculty to compile annual budget requests based on documented program needs.
17. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
18. Assist in verifying all student information related to PEIMS data submissions as required.
19. Assist with safety inspections and safety-drill practice activities.
20. Coordinate transportation, custodial, cafeteria, and other support services.
21. Comply with federal and state laws, State Board of Education rules, and board policy.

Student Management

22. Ensure that students are adequately supervised during non-instructional periods.
23. Help to develop a student discipline management system that results in positive student behavior.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Dean of Students Elementary ~~~~ Middle School ~~~~ High School		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administration – Instructional	Elementary – 3 ~~~~ Middle School – 4 ~~~~ High School - 5	Elementary – 203 ~~~~ Middle School – 203 ~~~~ High School - 210	Exempt	June 2024

equitable.

25. Conduct conferences on student and school issues with parents, students, and teachers.

Professional Growth and Development

26. Actively pursue principal certification and obtain required certificate (principal intern or principal within six months of hire).
27. Participate in professional development to improve skills related to job assignment.

School/Community Relations

28. Articulate the school’s mission to community and solicit its support in realizing mission.
29. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
30. Use appropriate and effective techniques to encourage community and parent involvement.
31. Perform all other duties as assigned.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.