

Fort Worth Independent School District

Job Description

Posting Duration	10/08/2009 - 11/06/2009
Title	<u>ASSISTANT PRINCIPAL RESIDENT</u>
Building / Campus	To be determined
Job File Number	99999-68
Duty Days	0.00
Pay Grade	BASA
Salary: From	51500.00
Salary: To	51500.00
General Summary	Participate in a yearlong residency as well as complete academic training leading to a Master's of Education with Principal Certification from University Texas Arlington (UTA). Work under the direction of the campus principal to hone his/her leadership skills and advance the goals of the residency school.
Job Duties	1. Attend all required classes and professional training associated with the APP.2. Complete required assignments and projects successfully.3. Articulate and communicate the goals and vision of the school.4. Monitor instructional progress through collaboration with the principal to evaluate progress toward program goals. 5. Gather significant data relevant to the success of the initiative.6. Impel dramatic improvements in academic achievement for all students.7. Assist the principal in directing the implementation of the use of curricula through classroom observations, conferences, and test data to improve instruction.8. Receive training related to critical District drivers with other building staff. 9. Remain current in effective instructional methods and techniques.10. Provide support in the delivery of instruction through demonstration/instructional assistance.11. Multi-task and balance detailed steps to ensure successful project completion.12. Teach other adults and commit to adults' professional growth and development.13. Assist the principal in informing the community about instructional goals and objectives, student progress, attendance requirements, homework policies, and routine and special school events and solicit positive community rapport.14. Hold self and others accountable for high academic achievement for every student.15. Mobilize adults to take action toward common goals.16. Perform other job related duties as assigned.
Job Qualifications	1. Bachelor's degree from an accredited college or university.2. Three years of classroom teacher experience.3. Experience in inner-city schools with diverse populations preferred.4. A proven record as a successful leader.5. A willingness to be immersed in an intensive, yearlong learning experience.6. Professional resilience and integrity.7. Instructional knowledge/expertise.8. Thorough knowledge of federal and state guidelines as well as district policies and procedures.9. Demonstrate the ability to distinguish among weak, proficient, solid and outstanding teachers.10. Effective supervisory, communication, and conflict management skills.11. Bilingual fluency (English/Spanish) preferred in some settings.
Application Requirements	Complete on-line application. Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.
Additional Job Information	187 Day Contract Salary of \$ 51,500 plus five additional days @ daily rate.Reimbursement of 1/3 tuition for all APP classes taken. All books for APP classes will be paid.PHYSICAL DEMANDS REFERENCEOccasionally(0-33% of day, 0-32 repetitions)Frequently (34-66% of day, 33-200 repetitions)Constantly (67-100% of day, >200+ repetitions)PHYSICAL DEMANDSExerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.ENVIRONMENTAL CONDITIONSIndoors, in controlled environment, exposed to weather elements when driving and at special outdoor events for school. A detailed list of physical job requirements is available from the Compensation Department.These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.