



## Job Description

<b>Position Title:</b>	Thomas Jefferson Head of School (Principal)
<b>Job Title:</b>	Head of School (Principal)
<b>Function:</b>	District Management
<b>Family:</b>	Campus Administration

<b>Reports to:</b>	Texas Council for International Studies CEO	<b>Pay Grade:</b>	P04
<b>Terms of Employment:</b>	<ul style="list-style-type: none"><li>• 230 days per year.</li><li>• Non-Chapter 21 employment agreement.</li><li>• Salary is in the pay grade on the Exempt SAISD Compensation Plan.</li><li>• Entry salary is at \$120,000.00 with consideration for directly related experience.</li></ul>	<b>FLSA Classification:</b>	Exempt
<b>Funding Source:</b>	This position is locally funded		

### Job Scope

Jefferson High School is a SB 1882 in-district charter school in partnership with Texas Council for International Studies (TCIS) and San Antonio ISD. Jefferson High School is an authorized International Baccalaureate® (IB) World School offering both the IB Middle Years Programme and the IB Diploma Programme. IB programmes encourage both personal development and academic achievement. They challenge students to think critically across disciplines. An IB education also fosters understanding, inquiry, and respect for all. The Jefferson High School feeder pattern offers the complete continuum of an IB education, beginning with the Primary Years Programme, offered in four Jefferson feeder elementary schools and the IB Middle Years Programme offered at three of Jefferson feeder middle schools or academies. The Jefferson High School Head of School (Principal) oversees the daily operation as an IB authorized World School and manages the implementation of the IB programmes. Jefferson High School is also an AVID national demonstration school. Duties include (1) management of faculty and staff, (2) implementation of policies and procedures, (3) adherence to both district policy and governmental regulations concerning campus operations, (4) manage classroom implementation of AVID, and (5) fidelity to IB programmes and 1882 agreements. Other duties include managing campus structure, development, training, and planning.

### Position Summary

Work effectively with San Antonio ISD (SAISD) leadership and TCIS to create an exemplary IB school for the students and community. Understand SB 1882 in-district charter partnership with TCIS. Direct and manage IB instructional programmes and supervise operations and personnel at the campus level. Provide leadership to ensure high standards of instruction and use of AVID strategies. Oversee compliance with IB Standards and Practices, governmental regulations, district policies, instructional programs, and operation of all campus activities.

### Essential Functions / Key Responsibilities

1. Work effectively with students, faculty, parents, and community.
2. Implement SB 1882 in-district charter partnership with SAISD and TCIS.



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3. Monitor IB instructional and managerial processes to ensure that program activities are related to IB programme outcomes and recommend corrective actions based on findings.
4. Conduct classroom observations and provide faculty with clear feedback to improve IB instructional effectiveness and AVID implementation.
5. Build leadership capacity within the faculty.
6. Foster active involvement in decision-making processes among staff members and students.
7. Foster positive relationship with students.
8. Seek student input and ideas.
9. Address student management needs.
10. Communicate and engage with faculty, staff, parents, and community.
11. Provide instructional resources and materials to support faculty in accomplishing instructional goals.
12. Collaborate with TCIS leadership, district and campus staff to assess the planning, operation, supervision and evaluation of curriculum and instruction.
13. Build a common vision for school improvement/student achievement with staff.
14. Direct planning activities and implements programs in place with staff to ensure attainment of school's mission.
15. Identify, analyze, and apply research and data findings to promote school improvement.
16. Develop, maintain, and utilize information systems and records campus progress on performance objectives, campus improvement plans, and district long-range plans.
17. Demonstrate knowledge of the Texas Accountability System to ensure timely and accurate data reporting.
18. Provide instructional resources and materials to support faculty in accomplishing instructional goals.
19. Provide for two-way communication with TCIS leadership, superintendent, staff, students, parents, and community.
20. Facilitate effective and timely resolution of conflicts.
21. Communicate and promote expectations for high-level performance of staff and students.
22. Ensure school rules are uniformly observed and student discipline is appropriate and equitable in accordance with Student Code of Conduct and Parent Student handbook.
23. Conduct conferences regarding school issues with parents, students, teachers, and staff.
24. Interview, select, and orient new staff.
25. Observe employee performance, records observations, and conducts evaluation conferences with staff.
26. Provide recommendations regarding personnel placement, transfer, retention, promotion, and dismissal.
27. Direct, supervise, and coordinate all campus programs, staff, and facilities.
28. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs.
29. Maintain fiscal control and accurately report fiscal information.
30. Effectively expend campus 1882 funds.
31. Manage the use of school facilities.
32. Supervise the maintenance of school facilities to ensure a clean, orderly, and safe campus.
33. Stay abreast of and comply with state, district, and campus policies affecting schools, including University Interscholastic League (UIL) rules, daily attendance, punctuality, and confidentiality.
34. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Master's degree from an accredited college or university.
- Valid Texas Standard Principal or Mid-Management certification.



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- Current certification in, or ability to obtain, Advancing Educational Leadership (AEL) (or Instructional Leadership Development (ILD) prior to 2017) and Texas Teacher Evaluation & Support System, which allows a candidate to serve as a Texas appraiser of certified school-based staff.
- 3 years' experience in teaching at the secondary level.
- 4+ years of progressive leadership experience (non-classroom) to include:
- Planning, Organizing, Staffing, Directing, and Managing employees or teams.
- Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Secondary Head of School (Principal) or Assistant Head of School (Assistant Principal) experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Preferred Requirements

- International Baccalaureate® Head of School experience.
- International Baccalaureate® professional development.
- Bilingual, a plus

### Knowledge, Skills & Abilities

Develop the school's mission:

- Articulate the school's mission to the community and solicit its support in realizing the mission.

Demonstrate leadership:

- Ability to meet IB Standards and Practices for Head of School.
- Excellent ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community.
- Demonstrate a high level of personal integrity, a collaborative leadership style and high ethical standards.
- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Knowledge of general principles, practices, and techniques of family and community engagement that increase parental involvement and directly impact student achievement.
- Demonstrated competence in problem solving, independent and critical thinking and conflict resolution with students, families, community members, and district staff.

Demonstrate instructional leadership:

- Ability to implement and leverage IB Diploma Programme and Middle Years Programme for increased student achievement.
- Ability to implement and leverage AVID within the IB framework.
- Knowledge of curriculum and instruction.
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation.

Provide exemplary campus management:

- Ability to implement policies and procedures and coordinate campus functions.
- Knowledge of the Texas Accountability System to ensure timely and accurate data reporting.
- Ability to manage budget and personnel.

### Working Conditions

Work Environment:



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- 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 and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

### Supervisory Responsibilities / Direct Reports

- Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian, instructional aides, clerical support staff and custodians.

**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: \_\_\_\_\_