

# NOTICE OF VACANCY

JACKSONVILLE INDEPENDENT SCHOOL DISTRICT  
\*\*\*PLEASE POST\*\*\*

POSITION: Elementary Assistant Principals (2)  
West Side Elementary and Joe Wright Elementary

QUALIFICATIONS:

1. Administrator/Principal Certification
2. Two years of successful teaching experience
3. Strong organizational, communication, public relations, and interpersonal skills
4. Working knowledge of curriculum and instruction
5. Certified PDAS appraiser
6. Knowledge of TEKS & TAKS

MAJOR  
RESPONSIBILITIES  
AND DUTIES:

- Provide instructional leadership in advancing proven teaching and learning practices;
- Observe and evaluate staff to ensure quality instruction and student achievement;
- Prepare required reports and maintain complete and accurate records;
- Deal with discipline issues
- Assist the principal by performing other duties and responsibilities as needed in order to meet school performance standards.

STIPEND/SALARY: Based upon experience and JISD Administrative Salary Schedule

LENGTH OF WORK  
YEAR: 11.5 months

HOW TO APPLY: In-District Applicants: Submit letter of interest to:  
Nancy Lee, Human Resources, P.O. Box 631,  
Jacksonville, Texas 75766; [nlee@jacksonvilleisd.org](mailto:nlee@jacksonvilleisd.org);  
FAX; 903-586-8955.  
Out of District Applicants: Apply online at  
[www.jacksonvilleisd.org](http://www.jacksonvilleisd.org)

DEADLINE: Until Filled