



# Riviera Independent School District

203 Seahawk Drive, Riviera, Texas 78379

Phone 361-296-3101 Fax 361-296-3108

[www.rivieraisd.us](http://www.rivieraisd.us)

## NOTICE OF VACANCY FOR KAUFER *Early College* HIGH SCHOOL PRINCIPAL

### **HOW TO APPLY:**

Download a Campus Administrator application at [www.rivieraisd.us](http://www.rivieraisd.us) or request that an application be sent by email or postal service.

Applicants should send the following information to Annette Huff, Superintendent's Secretary, Riviera ISD, 203 Seahawk Drive, Riviera, Texas 78379 or email [ahuff@rivieraisd.us](mailto:ahuff@rivieraisd.us).

- (1) a Riviera ISD Campus Administrator's Application,
- (2) a letter of interest,
- (3) complete resume with references or letters of recommendation, and
- (4) copies of current Texas credentials

Applicants will not be considered unless all of the above requirements are submitted. All submitted application packets become the property of the Riviera Independent School District.

Applicants selected for interviews will be contacted. All questions should be directed to Annette Huff at [ahuff@rivieraisd.us](mailto:ahuff@rivieraisd.us) or call 361-296-3101, option 3.

Salary is negotiable, based on experience. All Riviera ISD full-time employees are eligible for employee insurance.

### **QUALIFICATIONS AND CHARACTERISTICS:**

The Early College High School Principal is accountable to the Riviera ISD Superintendent of Schools. The Principal is expected to work closely with the Superintendent to implement policies, procedures and programs that are in line with the District's mission.

Successful candidates for this position will possess the following:

- A valid Texas Mid-Management Certification
- Ability to create and implement a shared school vision of academic success
- A strong background in student performance
- Ability to nurture and sustain a culture and instructional program conducive to learning and staff development
- Ability to ensure the management of school operations to produce a safe and effective learning environment
- Ability to collaborate with families and the diverse community
- Integrity, fairness, strong moral character and ethical behavior
- Demonstrate strong skills in educational leadership, exhibit honesty, diplomacy, and believe in empowering others
- Strong work ethic, high energy, initiative, sense of humor, analytical ability, and common sense

### **RIVIERA ISD MISSION STATEMENT:**

Creating unique opportunities through academic excellence and community values.