



Renaissance Academy

14401 Owen Tech Blvd., Austin, TX 78728 ■ www.racademy.org
(512) 252-2277 ■ E-mail : school@racademy.org ■

Immediate Hire: Renaissance Academy

Vice Principal Position in Austin, TX

Renaissance Academy, an Accredited with Distinction PK -12 School, located in Austin, TX is looking to fill the post of Vice-Principal for the 2021-2022 Academic Year with a start date of **August 1st, 2022.**

At the discretion of the principal, specific responsibilities and latitude of independent action will vary. Responsibilities may include but are not limited to the following:

- Assist the principal in the day to day running and operation of the school including dismissal and arrival procedures.
 - In charge of conducting monthly fire drills, several lockdowns a year.
 - Coordinate all school competitions including all the coordination, coaching, students' registration, scheduling, volunteer involvement and travel arrangements.
 - Act as Campus Testing Coordinator in charge of conducting State and National testing such as STAAR, AP Exams, PSAT, and SAT
 - Conducting annual data analysis of all standardized test results.
 - In charge of managing supply orders/requests for staff.
 - Assist the principal in conducting school events.
 - Oversee facility affairs in coordination with the facility manager including maintenance, inspections, and other compliance-related requirements.
 - Attend staff meeting, orientations as well as training as instructed by the principal.
 - Provide leadership and oversee the running of the school in the absence of the principal.
 - Coordinate with the Physical Education staff to initiate afterschool sports programs.
- Coordinate teacher substitute needs as they emerge.

Desired Qualifications:

- Minimum of a bachelor's degree in Education or related field
- Minimum 2 years of experience in school administration in a vice-principal capacity
- 3 years of teaching experience
- Ability to multitask.
- Familiarity with virtual instructional settings



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- Strong oral and written communication Skills
- Cultural sensitivity and willingness to learn and respect diverse backgrounds.

We offer:

- Competitive Salaries
- Health insurance package
- Paid school breaks and paid time off in the summer
- Professional development
- Small class sizes and close-knit school community

To apply

Email the following to: careers@racademy.org

- One page cover letter detailing your experience.
- Updated resume
- 2 letters of recommendation from recent employers
- Names, affiliations, and phone numbers of 3 professional references