



GRAHAM INDEPENDENT SCHOOL DISTRICT
Employee Job Description
Junior High School Principal

JOB TITLE: Junior High School Principal

WAGE/HOUR STATUS: Exempt

REPORTS TO: Superintendent or Designee

PAY GRADE: AP 5, 226 days

SCHOOL: Graham Junior High School

REVISED: March 2025

Primary Purpose: Direct and manage Graham ISD instructional programs and supervise operations and personnel at the secondary campus level. Provide leadership to ensure high standards of instructional services and implementation of the Graham ISD guaranteed and viable curriculum with fidelity. Oversee compliance with District policies, success of instructional programs, and operation of all campus activities. Ensure a climate of positivity and excellence throughout the school community.

Qualifications:

Education/Certification:

Master's Degree in Educational Administration
Texas Principal or other appropriate Texas certificate
Certified T-TESS/ T-PESS Appraiser

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Working knowledge of balanced literacy and the workshop model
Working knowledge of professional learning communities and an ability to implement
Ability to evaluate instructional programs and teaching effectiveness
Ability to lead all aspects of special programs on the campus
Ability to manage budget and personnel
Ability to coordinate campus functions and calendar with an emphasis on teaching and learning
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills

Experience:

Principal experience preferred

Major Responsibilities and Duties:

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.
3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

4. Foster collegiality and team building among staff members. Encourage and value their active involvement in the decision-making process, listen to their concerns, and make adjustments as necessary.
5. Provide for two-way communication with the Superintendent, staff, students, parents, and community.
6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
7. Ensure the effective and quick resolution of conflicts.
8. Build a common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of the school's mission.
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
10. Develop and set annual campus performance objectives according to the Texas Academic Performance Reports using the campus planning process and site-based decision making committee.
11. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each domain in the Texas Academic Performance Reports.
12. Interview, select, and onboard new staff. Approve all personnel assigned to campus.
13. Define expectations for staff performance with regard to instructional strategies, student engagement, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluations including data walks and T-TESS, as well as conferences with staff.
15. Assign campus personnel according to strengths related to curriculum and instruction.
16. Make recommendations to the Superintendent and/or Chief Academic Officer on termination, suspension, or nonrenewal of employees assigned to campus.
17. Work with campus-level planning and decision-making committees to plan professional development activities that are aligned to the District vision for curriculum and instruction.
18. Confer with members of your team regarding their professional growth. Work with them to develop and accomplish improvement goals.
19. Comply with District policies and state and federal laws and regulations affecting the schools.
20. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.

22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
23. Direct and manage extracurricular and intramural programs including management of multiple activity funds.
24. Work with faculty and students to develop a PBIS system that results in positive student behavior that addresses common expectations in addition to enhancing the school climate.
25. Ensure that school expectations are clear and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
26. Conduct conferences about student and school issues with parents, students, and teachers.
27. Develop professional skills appropriate to job assignment.
28. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff and students.
29. Articulate the school's mission to the community and solicit its support in realizing the mission.
30. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
31. Use appropriate and effective techniques to encourage community and parent involvement.
32. Performs other tasks and duties as assigned.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and termination of staff assigned to campus including assistant principal(s), teachers, counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at

any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Graham ISD is an equal opportunity employer