

**Job Title:** Principal – High School

**Pay Grade/Salary:** Negotiated

**Reports to:** Superintendent

**Revised:** 01/23/2024

**Dept./School:** District Wide

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**Primary Purpose:**

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities.

**Qualifications:**

**Education/Certification:**

- Master's degree from accredited university
- Texas principal or other appropriate Texas certificate
- Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

**Special Knowledge/Skills:**

- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to effectively utilize and model various technology programs and equipment to communicate, present, supervise, evaluate, and provide effective and efficient curriculum and instruction, using best practices.
- Strong organizational, communication, public relations, and interpersonal skills
- Knowledge of special programs and interventions to address needs of diverse learners
- Ability to listen well, address needs and build a successful relationship with students, parents, teachers, and community members.

**Experience:**

- Required: Three years' experience as a classroom teacher

**Preferred Experience:**

- Prior experience as an instructional leader, assistant principal or other campus and district leadership roles
- Demonstrated success with all students including at-risk, economically disadvantaged, gifted and talented, advanced, special education, English language learners/emergent bilinguals, 504, etc.

**Major Responsibilities and Duties:**

**Instructional Management**

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Have a strong working knowledge of the Texas Essential Knowledge and Skills, state assessment system and district scope and sequence for the grade levels and courses applicable to the role.

### **School/Organizational Climate**

- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
- Provide for two-way communication with superintendent, staff, students, parents, and community.
- Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement. Support and guide growth and success.
- Ensure effective and efficient resolution of conflicts.

### **School/Organizational Improvement**

- Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
- Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
- Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.
- Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator. Personnel Management Interview, select, orient and mentor new staff. Supervise all personnel assigned to campus.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Seek, recruit, and retain diversity in personnel, reflective of the student body.
- Assign roles and responsibilities to campus personnel.
- Make recommendations to superintendent on termination, suspension, or nonrenewal of employees assigned to campus.
- Work with campus-level planning and decision-making committees to plan professional development activities.
- Work collaboratively with district personnel to provide ongoing training and support for curriculum and instruction.
- Confer with employees regarding their professional growth. Work with them to develop and accomplish improvement goals.
- Network with colleagues to offer best practices in curriculum and instruction, sharing expertise and knowledge to benefit others in addition to listening and learning from others.

### **Administration and Fiscal/Facilities Management**

- Comply with district policies and state and federal laws and regulations affecting the schools.
- 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.
- 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.
- Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
- Use common sense and good judgment in decision-making.

- Work with faculty and students to develop a student discipline management system, in accordance with the Student Code of Conduct, that results in positive student behavior and enhances the school climate.
- Ensure that school rules are fairly and consistently observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
- Actively employ discipline management techniques, in accordance with the law and district policy and procedures that are conducive to the development of the child and that do not treat any child or group of children disproportionately.
- Conduct conferences about student and school issues with parents, students, and teachers.

### **Professional Growth and Development**

- Develop professional skills appropriate to job assignment and continual growth.
- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Seek opportunities to grow and innovate programs and services to meet the needs of all children.
- Model lifelong learning for students, parents and employees.

### **School/Community Relations**

- Articulate the school's mission to community and solicit its support in realizing mission.
- Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Invite and encourage participation in the school environment in a manner that is conducive to successful learning for children.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, clerical support staff, and custodians in accordance with federal, state and local policies and procedures.

### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional districtwide and statewide travel; frequent prolonged and irregular hours.

Great rewards for helping children learn and succeed.

**Wage/Hour Status:** Exempt

**Pay Grade:** Administrative-Professional 9

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_