



**Job Title:** STEM Elementary School Principal

**Pay Grade/Salary:** Negotiated

**Reports to:** Superintendent

**Revised:** 01/23/2024

**Dept./School:** District Wide

---

**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 federal, state, and 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**

- Lead development, implementation, and continuous refinement of the campus-wide instructional framework, aligned to district-adopted instructional practices, and School Action Fund Planning requirements.
- Monitor instructional and managerial processes to ensure that program activities are aligned to School Action Fund Planning milestones, HQIM implementation, and student outcome goals. Use findings to adjust and improve instruction.



- Have a strong working knowledge of the Texas Essential Knowledge and Skills, state assessment system, district scope and sequence, and all adopted high-quality instructional materials (HQIM) for the grade levels and courses applicable to the role.
- Facilitate regular STEM-focused PLCs and collaborative data reviews, emphasizing literacy, numeracy, and STEM integration.
- Regularly engage key stakeholders—including students, staff, families, community partners, and district leadership—in the design, implementation, and evaluation of the instructional framework and STEM programming.

#### **School/Organizational Climate**

- Provide instructional resources and materials—including HQIM, STEM resources, and technology—to support teaching staff in accomplishing instructional goals.
- Foster a collaborative campus culture emphasizing STEM inquiry, critical thinking, and early literacy and numeracy success.
- Encourage active staff participation in instructional decision-making, especially in relation to School Action Fund Planning and STEM framework development.
- Provide two-way communication with district leadership, staff, students, parents, grant partner leaders, and community partners.
- Communicate and promote expectations for high-level performance in literacy, numeracy, and STEM for both staff and students. Recognize excellence and support growth.
- Ensure effective and equitable resolution of conflicts to maintain a positive, inclusive learning environment.

#### **School/Organizational Improvement**

- Build a clear, common vision for school improvement based on School Action Fund Planning goals, incorporating staff, student, and community input.
- Integrate TEA's School Action Fund Planning Playbook action steps and the district's instructional framework into all campus improvement planning efforts.
- Identify, analyze, and apply research-based instructional strategies, specifically focusing on literacy, numeracy, and STEM to improve student outcomes.
- Develop and set annual campus performance objectives aligned to both District Improvement Plan and School Action Fund grant expectations.
- Maintain and utilize accurate records and information systems to show campus progress toward literacy, numeracy, STEM program benchmarks, and TEA-required grant outcomes.

#### **Personnel Management**

- Interview, select, orient, and mentor staff with strong instructional expertise, prioritizing literacy, numeracy, and STEM subject knowledge.
- Define expectations for staff performance in alignment with instructional framework, HQIM implementation, and student achievement targets.
- Provide targeted coaching and professional development aligned to grant priorities, HQIM implementation, and STEM integration strategies.
- Seek, recruit, and retain diverse personnel reflective of the student body and skilled in foundational literacy, numeracy, and STEM disciplines.
- Assign roles and responsibilities strategically to support instructional priorities and grant requirements.
- Work with district and campus committees to plan high-impact professional development, including TEA-provided learning opportunities.
- Confer regularly with staff regarding their professional growth and improvement goals tied to literacy and STEM best practices.
- 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.

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

- Ensure compliance with district policies, state and federal regulations, and TEA School Action Fund grant requirements, including timely and accurate reporting.
- Develop and manage campus budgets based on documented program needs, with specific attention to sustainability of HQIM, STEM instructional materials, and professional development beyond grant funding.
- Maintain accurate records related to instructional framework development, stakeholder engagement, grant expenditures, and program outcomes.
- Supervise maintenance of campus facilities, ensuring they meet the needs of a clean, safe, technology-rich, and positive learning environment.
- Use sound judgment in administrative decision-making to support both student success and program compliance.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition instructional materials.

### **Student Management**

- 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**

- Participate in TEA-required School Action Fund leadership trainings, communities of practice, and professional learning related to literacy, numeracy, and STEM school design.
- 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.
- Encourage parent, family, and community engagement in the design and implementation of STEM programs and literacy initiatives.



**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 - 6

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: \_\_\_\_\_