

Principal Job Description



Job Title: Principal

FLSA: Exempt

Reports to: School Assistant Superintendent

Pay Grade: Varies

Dept./School: Assigned Campus and Level

Calendar Days: 226

Contract: Probationary/Term

Revised: 2.3.2021

Primary Purpose

Direct and manage overall campus operations. Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district and state policies, application of instructional programs, and effective operation of all campus activities.

Qualifications

Education/Certification:

- Master's degree in educational administration or a field appropriate to assignment from an accredited college or university;
- Valid Texas Mid-Management, Principal, or Superintendent Certification or out of state equivalent certification and the ability to obtain Texas Certification required
- Advancing Educational Leadership (AEL) certificate or its equivalent Instructional Leadership Development (ILD or ILT) or must be obtained within 3 months of start date as designated by the School Assistant Superintendent
- T-TESS Certification or must be obtained within 3 months of start date as designated by the School Assistant Superintendent

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 implement policy and procedures
- Ability to interpret data
- Excellent organizational, communication, public relations, and interpersonal skills
- Bilingual is a preferred skill

Experience:

- At least three (3) years of successful teaching experience; and
- At least three (3) years of successful experience as an assistant principal and/or experience in other instructional leadership roles

Major Responsibilities and Duties

Instructional Management

1. Monitor instructional processes to ensure that program activities are related to outcomes and student achievement; insure a system for monitoring student progress and use findings to take corrective actions where necessary
2. Provide instructional resources and materials needed to accomplish instructional goals
3. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
4. Foster collegiality and team building among staff members encouraging their active involvement in decision-making process
5. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program

School or Organization Improvement

6. Build a common vision for school improvement with staff
7. Establish campus performance goals using the campus planning process involving site-based decision-making committee
8. Demonstrate campus progress using results to promote school improvement and make informed decisions
9. Provide opportunities for interactive communication with superintendent, staff, students, parents, and community

Student Management

10. Work with faculty and students to develop and communicate a student discipline management system that results in positive student behavior, enhances the school climate, and addresses the needs of all students
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook
12. Conduct conferences about student and school issues with parents, students, and teachers

Management of Fiscal, Administrative, and Facilities Functions

13. Comply with district policies, state and federal laws, and regulations affecting schools
14. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective, funds are managed wisely, and agency fund ledgers are balanced
15. Assume responsibilities for requisitions, supplies, textbooks, equipment, fixed assets, and all materials necessary to the operation of the school
16. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks

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17. Manage use of school facilities and fixed assets. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus

Personnel Management

18. Comply with district procedures to select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, and discipline
19. Observe employee performance, record observations, and conduct evaluation conferences with staff
20. Pass the requirements to become a Certified Invest Appraisal System appraiser
21. Successfully complete Instructional Leadership Development (ILD)/Advancing Educational Leadership (AEL) training
22. Coach staff and help them identify and develop appropriate professional growth opportunities in career and college readiness, as well as accomplish improvement goals, recognizing them for efforts and achievements
23. Work with campus-level planning and decision-making committees to plan professional development activities and encourage participation in these activities
24. Enforce contractual provisions and administrative regulations regarding employee's conduct and performance

School/Community Relations

25. Articulate the school's mission to the community and solicit its support in realizing the mission
26. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement

Professional Growth and Development

27. Use action plan information for self-directed improvement
28. Take an active interest in professional organizations to promote improvement
29. Engage in professional development activities to improve leadership effectiveness

Academic Excellence

30. Work collaboratively with others in developing goals:
 - a) to increase the percent of students mastering state mandated assessments
 - b) to increase the percent of students demonstrating mastery of all objectives on all tests
 - c) to increase the scores on the statewide assessment
 - d) to increase college going, enrollment and completion rates
 - e) to increase student attendance
 - f) to decrease the dropout rate

Other

31. Perform other duties as assigned by the School Assistant Superintendent, Chief of Schools, or Superintendent of Schools

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Supervisory Responsibilities

Staff assigned to campus including assistant principal(s), teachers, counselor(s), librarian(s), Instructional aides, clerical support staff, and custodians

Evaluation

The Principal's evaluation is a responsibility resting with the School Assistant Superintendent. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

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

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)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.