
Job Title:	Middle School Principal
Dept./School:	Mance Park Middle School
Wage/Hour Status:	Exempt
Pay Grade:	Administrative-Professional Pay Grade 6, 240 days
Minimum Starting Salary:	\$101,000
Date Revised:	April, 2025

Primary Purpose: Direct and manage the school's instructional program and supervise all campus operations and personnel. Provide leadership to maintain high academic standards. Ensure compliance with district policies, oversee instructional program success, and manage all campus activities.

Qualifications:

Education/Certification:

- Master's degree in educational administration
- Valid Texas principal or other appropriate Texas certificate
- Certified Texas Teacher Evaluation and Support System (TTESS) appraiser

Special Knowledge/Skills:

- Comprehensive knowledge of curriculum and instructional methodologies
- Demonstrated ability to evaluate teaching effectiveness and instructional programs
- Proven skills in budget management and personnel supervision
- Strong ability to coordinate multiple campus functions effectively
- Clear understanding of educational policies, procedures, and data analysis
- Excellent organizational, communication, public relations, and interpersonal skills

Experience:

Three years of campus administration experience preferred

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional and administrative processes to ensure program activities align with intended outcomes and implement corrective actions when necessary.
2. Conduct regular consultations with the campus-level committee regarding planning, operations, supervision, and evaluation of campus educational programs, including student and community representatives when appropriate.

School or Organization Improvement

3. Secure and distribute instructional resources and materials to support teaching staff in meeting instructional goals.
4. Build collegiality and promote team collaboration among staff members, encouraging their active participation in decision-making processes.

5. Establish effective two-way communication channels with superintendent, staff, students, parents, and community members.
6. Clearly communicate high performance expectations to staff and students, and recognize outstanding achievement and excellence.
7. Address and resolve conflicts promptly and effectively.

School or Organization Improvement

8. Develop a shared vision for school improvement with staff and implement strategic planning activities to fulfill the school's mission.
9. Research, analyze, and apply evidence-based findings (such as effective school correlates) to drive school improvement initiatives.
10. Establish annual campus performance objectives for each Academic Excellence Indicator through collaborative campus planning and site-based decision-making committees.
11. Create and maintain comprehensive information systems and records to document and demonstrate campus progress on all performance objectives for each Academic Excellence Indicator.

Personnel Management

12. Lead the interview, selection, and orientation process for new staff, and approve all personnel assigned to the campus.
13. Establish clear expectations for staff regarding instructional strategies, classroom management techniques, and communication with the public.
14. Conduct classroom observations, document performance, and facilitate evaluation conferences with staff members.
15. Make decisions regarding staff assignments and promotions within the campus.
16. Provide recommendations to the superintendent regarding termination, suspension, or non-renewal of campus employees when necessary.
17. Collaborate with campus-level planning and decision-making committees to develop meaningful professional development activities.
18. Hold regular conferences with staff about their professional growth and work collaboratively to establish and achieve improvement goals.

Management of Fiscal, Administrative, and Facilities Functions

19. Ensure compliance with all district policies and applicable state and federal laws and regulations.
20. Create campus budgets based on documented program requirements, projected enrollment, staffing needs, and other fiscal considerations, while maintaining budget constraints, fiscal control, and accurate reporting.
21. Prepare, maintain, and properly file all required physical and electronic reports, records, and documents, including accurate and timely attendance reports for textbook requisitions.
22. Oversee the use and maintenance of school facilities to ensure a clean, orderly, and safe campus environment.
23. Supervise and manage extracurricular and intramural programs, including the proper administration of multiple activity funds.

Student Management

24. Collaborate with faculty and students to develop and implement an effective student discipline management system that promotes positive behavior and enhances school climate.
25. Enforce school rules consistently and ensure that student discipline is appropriate, equitable, and aligned with the Student Code of Conduct and student handbook.
26. Facilitate productive conferences with parents, students, and teachers regarding student issues and school matters.

Professional Growth and Development

27. Continuously develop professional skills relevant to job responsibilities.
28. Demonstrate and maintain professional, ethical, and responsible behavior, serving as a role model for all campus staff.

School or Community Relations

29. Effectively communicate the school's mission to the community and actively seek community support in achieving that mission.
30. Demonstrate awareness of school and community needs and proactively initiate programs and activities to address those needs.
31. Implement appropriate and effective strategies to encourage community and parent involvement in school activities and initiatives.

Supervisory Responsibilities:

Supervise and evaluate the performance of all assigned campus staff, including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, and clerical support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Received by: _____

Date: _____