



PECOS-BARSTOW-TOYAH ISD

Job Title: Principal (Secondary)
Reports to: Campus Principal
Dept./School: Assigned Campus & Level

Exemption Status/Test: Exempt/Administrative
Pay Grade: Administrative/Professional
Date Revised: 04.14.2025

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 policies, application of instructional programs, and effective operation of all campus activities.

Qualifications:

Education/Certification:

Master's degree in educational administration or related discipline
Texas principal or other appropriate Texas certificate
Certified Texas Teacher Support and Evaluation System (T-TESS) appraiser

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate the instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data and take action to ensure student success
Excellent organizational, communication, public relations, and interpersonal skills

Experience:

Five years of experience as a classroom teacher
Five years of experience as an assistant principal or campus/district administrator

General Responsibilities and Duties:

- Support and align work with the District's mission, vision, and beliefs.
- Follow and support Board Policies in areas of related responsibility.
- Ensure District resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of District success plans.
- Actively participate in ongoing development to improve work quality and District contribution.
- Model integrity, work ethic, and professionalism as a suitable example for PBT-ISD students.

Primary Responsibilities and Duties:

Instructional Management

1. Monitor instructional processes to ensure program activities are related to outcomes 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 regarding instructional strategies, classroom management, and communication with the public.

4. Foster collegiality and team-building among staff members. Encourage their active involvement in the decision-making process.
5. Solicit regular input from the campus-level committee(s) about planning, operation, supervision, and evaluation of campus education programs. Include students and community representatives when appropriate.

School or Organization Improvement

6. Build a shared vision for school improvement with staff. Direct planning activities and implement programs to ensure the school's mission is attained.
7. Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving a site-based decision-making committee. Demonstrate campus progress using results to promote school improvement.
8. Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.

Student Management

9. Act as campus behavioral coordinator per state laws and regulations.
10. Work with faculty and students to develop a discipline management system that promotes positive student behavior and enhances the school climate.
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable, as per the Student Code of Conduct and the 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 school regulations.
14. Develop and administer campus budgets based on documented program needs and estimated enrollment, ensuring cost-effective operations and wise fund management.
15. Compile, maintain, and file all required reports, records, and other documents, including accurate and timely reports of maximum attendance to requisition textbooks.
16. Manage the use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.
17. Direct and manage extracurricular and intramural programs, including management of multiple activity funds.

Personnel Management

18. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to the campus.
19. Observe employee performance, record observations, and conduct evaluation conferences with staff.
20. Coach staff, help them identify and develop appropriate professional growth opportunities, and accomplish improvement goals.
21. Work with campus-level planning and decision-making committees to plan professional development activities.

School or Community Relations

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

Other

24. Follow district safety protocols and emergency procedures.
25. Other duties as assigned by your supervisor

Supervisory Responsibilities:

Supervise and evaluate the work of professional staff as assigned by the school principal. Direct the work of teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.

Mental Demands/Physical Demands/Environmental Factors:**Tools/Equipment Used**

- Standard office equipment, including personal computer and peripherals

Posture

- Frequent sitting, occasional bending/stooping, pushing/pulling, and twisting

Motion

- Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting

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

Environment

- You may work prolonged or irregular hours, inside and outside (exposure to sun, heat, cold, and inclement weather), and exposure to noise, and occasionally travel districtwide and statewide.

Mental Demands

- Work with frequent interruptions; maintain emotional control under stress

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

Reviewed by: _____ Date: _____

Received by: _____ Date: _____