



Job Description

Position Title:	Principal, Middle School, Academy, Alternative
Job Title:	Principal
Function:	District Management
Family:	Campus Administration
Reports to:	Assistant Superintendent

Terms of Employment:					
Pay Grade:	P03	Minimum Salary: *	\$106,653	Mid-Point Salary:	TBD
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	220	Type of Assignment:	Full-Time; Exempt	Contract Type:	Probationary-Admin
Funding Source:	This position is locally funded				

Job Scope

Oversee daily operation of a singular department or campus. Directs staff, which should include people managers, in the development and implementation of departmental or campus policies, procedures and programs. Adheres to both district policy and governmental regulations concerning department or campus operations. Manages departmental or campus structure, development, training, and planning.

Position Summary

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

Essential Functions / Key Responsibilities

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and recommend corrective actions based on findings.
2. Conduct classroom observations and provides teachers with clear feedback to improve instructional effectiveness. Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.
3. Collaborate with district and campus staff to assess the planning, operation, supervision and evaluation of curriculum and instruction.
4. Build a common vision for school improvement/student achievement with staff. Directs planning activities and implements programs in place with staff to ensure attainment of the school's mission.
5. Identify, analyze, and apply research and data findings to promote school improvement.
6. Develop, maintain, and utilize information systems and records campus progress on performance objectives, campus improvement plans, and district long-range plans.
7. Demonstrate clear working knowledge of the Texas Accountability System to ensure timely and accurate



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data reporting.

8. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
9. Provide two-way communication with superintendent, staff, students, parents, and community.
10. Foster active involvement in decision-making processes among staff members.
11. Facilitate effective and timely resolution of conflicts.
12. Communicate and promote expectations for high-level performance of staff and students.
13. Ensure school rules are uniformly observed and student discipline is appropriate and equitable in accordance with Student Code of Conduct and Parent Student handbook.
14. Conduct conferences regarding school issues with parents, students, teachers, and staff.
15. Interview, select, and orient new staff.
16. Observe employee performance, records observations, and conducts evaluation conferences with staff.
17. Provide recommendations regarding personnel placement, transfer, retention, promotion, and dismissal.
18. Direct, supervise, and coordinate all campus programs, staff, and facilities.
19. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Maintain fiscal control and accurately report fiscal information.
20. Manage the use of school facilities. Supervises the maintenance of school facilities to ensure a clean, orderly, and safe campus.
21. Stay abreast of and comply with state, district, and campus policies affecting schools, including University Interscholastic League (UIL) rules, daily attendance, punctuality, and confidentiality.
22. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Master's Degree from an accredited college or university.
- Valid Texas Standard Principal or Mid-Management certification, or ability to obtain prior to the start of the contract year.
- Valid Teacher certification
- Current certification in, or ability to obtain, Advancing Educational Leadership (AEL) (or Instructional Leadership Development (ILD) prior to 2017) and Texas Teacher Evaluation & Support System, which allows a candidate to serve as a Texas appraiser of certified school-based staff.
- 2+ years' experience in teaching.
- 4+ years of progressive leadership experience (non-classroom) to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- School Leadership and/or Instructional Leadership
- 10 years of relevant experience



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Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Excellent ability to establish and maintain positive working relationships with students, families, district personnel, business partners, and community.
- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrates a high level of personal integrity, a collaborative leadership style and high ethical standards.
- Ability to implement policies and procedures and coordinate campus functions.
- Knowledge of the Texas Accountability System to ensure timely and accurate data reporting.
- Knowledge of general principles, practices, and techniques of family and community engagement that increase parental involvement and directly impact student achievement.
- Demonstrated competence in problem solving, independent and critical thinking and conflict resolution with students, families, community members, and district staff.
- Knowledge of curriculum and instruction.
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation.
- Ability to manage budget and personnel.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

Supervisory Responsibilities / Direct Reports

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

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance,



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immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____