



SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

JOB TITLE: Principal – High School
REPORTS TO: Director of School Leadership
DEPT/SCHOOL: High School Campus

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (6)
DAYS EMPLOYED: 226
DATE REVISED: January 2025

PRIMARY PURPOSE:

Direct and manage the instructional program and supervise operations and personnel at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies, instructional programs, and the operation of all campus activities.

QUALIFICATIONS:

Education/Certification:

- Master's degree
- Principal certification or mid-management certification
- Certified T-TESS Appraisal System

Special Knowledge/Skills:

- Strong communication
- Public relations, and interpersonal skills
- Excellent organizational skills
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Strong student management skills
- Ability to promote and supervise age appropriate co/extra-curricular activities

Experience:

- Three years' experience teaching as a classroom teacher
- Three years' experience in instructional leadership roles
- High School principal experience (preferred)

Other:

- Residence in district (preferred)

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Monitor instructional and managerial processes to ensure that the program activities are related to program outcomes and use these findings for corrective action and improvement.
2. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
3. Provide instructional resources and materials needed to accomplish instructional goals.

4. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.

School/Organizational Climate

5. Provide instructional and managerial processes to ensure that program activities are related to outcomes and use these finding for corrective action and improvement.
6. Foster collegiality and team building among staff. Encourage their active involvement in the decision-making process.
7. Facilitate communication with superintendent, staff, students, parents and community.
8. Communicate and promote expectations for high-level performance from staff and students. Recognize excellence and achievement.
9. Facilitate effective and timely resolution of conflicts.

School/Organization Improvement

10. Build a common vision for school improvement with staff. Direct planning activities and implement programs with staff to ensure attainment of school's mission.
11. Identify, analyze, and apply research finding (e.g., effective school correlates) to facilitate school improvement.
12. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and School Based Decision Making Council.
13. Develop, maintain and use appropriate information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.

Personnel Management

14. Interview, select and orient new staff and approve all personnel assigned to the campus.
15. Define district/campus expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
16. Observe employee performance, record observations, and conduct evaluation conferences with staff.
17. Follow district policies and procedures for selecting, assigning, and promoting campus personnel.
18. Make recommendations to the superintendent on the termination, suspension, or non-renewal of employees assigned to the campus.
19. Work with School Based Decision Making Council to plan professional development activities.
20. Confer with campus personnel regarding their professional growth. Work with them to develop and accomplish improvement goals.
21. Comply with district policies, as well as state and federal laws and regulations, affecting the schools.

Administration and Fiscal/Facilities Management

22. Develop campus budgets based on documented program needs, estimated enrollment, personnel and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
23. Compile, maintain, and file all physical and computerized reports, records and other documents required, including accurate and timely reports of maximum attendance for the purpose of textbook requisitions.
24. Monitor fixed asset inventory including additions, deletions, and transfers.
25. Manage the use of school facilities. Supervise the maintenance of facilities to ensure a clean, orderly, and safe campus.

*Secondary Principals: Direct and manage extra-curricular and intramural programs including management of multiple activity funds.

Student Management

26. Work with faculty and students to develop a student management system that results in positive student behavior and enhances the school climate.

27. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and the student handbook.
28. Conduct conferences with parents, students, and teachers concerning school and student issues.
29. Coordinate and provide adequate supervision of students during non-instructional periods.
30. Promote maximum attendance; compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate and timely reports of attendance.
31. Process the intake of student needs relative to campus rules and expectations, Student Code of Conduct, Expulsion hearing recommendations and ARD requirements as associated with student discipline

School/Community Relations

32. Articulate the school mission to the community and solicit its support in realizing the mission.
33. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
34. Use appropriate and effective techniques for community and parent involvement.

Professional Growth and Development

35. Develop professional skills appropriate to the job assignment.
36. Demonstrate behavior that is professional, ethical and responsible and serves as a role model for all campus staff.
37. Ensures that the Code of Ethics and Standard practices for Texas Educators is followed and uses an understanding of legal issues to make sound decisions

SUPERVISORY RESPONSIBILITIES

Supervise and evaluate the performance of staff assigned to campus including, but not limited to teachers, counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

EQUIPMENT USED:

- Computers,
- Other forms of instructional technology and equipment

WORKING CONDITIONS:

Mental Demands:

- Ability to communicate effectively (verbally and written)
- Interpret policy, procedures and data
- Coordinate campus functions
- Ability to maintain composure in stressful situations to problem-solve, to work collaboratively with others, and to work on multiple projects/tasks within a given period of time

Physical Demands/Environment Factors:

- Ability to travel to all campuses throughout the district
- Ability to transport materials/supplies to be used in presentations and in work sessions with teachers

Other:

Prolonged and irregular hours

REMOTE LEARNING:

Monitor virtual classroom environments to ensure learning and appropriate physical, social, and emotional development of students.

Be available by phone, email, or video conferencing during indicated work hours to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities of campus employees

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Administrative Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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

Reviewed by _____ Date _____

Employee Signature _____ Date Received _____