AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**PRINCIPAL MS**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**ADC 5**	DUTY DAYS:	**226**	DATE REVISED:	**03/02/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

The position requires a Master's degree in education and administrative certification as required by the State of Texas. Three (3) years of successful classroom teaching experience and two (2) years of campus administrative experience are also required.

SKILL REQUIREMENTS:

This position requires curriculum, instruction, site-based improvement, and professional development expertise. Incumbent must:

- Have knowledge about planning, staff development, and personnel management.
- Ability to lead, inspire, motivate, and involve others to create quality learning and work environments for students and staff.
- Demonstrate both leadership and management skills, work well with staff and the community, and communicate effectively both orally and in writing.
- Have the ability to problem solve and handle a variety of administrative duties within tight timeframes.

This position requires knowledge and skill in the use of personal computers. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position is the chief administrative officer of an individual school. Incumbent is responsible for hiring, supervising, and evaluating teachers and staff, developing, and implementing educational programs in the school, overseeing extracurricular activities, and assuring that Board policies are fully carried out, as well as directing all support services of the school. Incumbent is responsible for the administration of the school programs and services, as well as supervision of teachers, counselors, and other administrative staff at the school.

ESSENTIAL FUNCTIONS:

COMPETENCY 1: INSTRUCTIONAL LEADER

- Ensures implementation of daily and long-term planning and delivery of instruction in all classrooms that are relevant, rigorous, and aligned with state standards, including college and career readiness standards, and culturally responsive teaching practices.
- Monitors and ensures implementation of high quality, aligned, and culturally responsive instructional practices among teachers and staff that improves performance for all student groups and promotes equitable outcomes for marginalized and underrepresented students.
- Collects, analyzes, and utilizes multiple forms of disaggregated student data to inform instruction, intervention, and enrichment, and maximize student growth and achievement for all student groups.
- Ensures relevant and meaningful research-based professional learning with teachers and staff that address the unique socio-cultural needs of individual students and result in effective instructional practice/student growth.

COMPETENCY 2: TALENT DEVELOPER

- Engages in ongoing professional learning to increase cultural competence in order to recruit and hire diverse staff to promote equitable practices to meet the unique socio-cultural and academic needs of all students.
- Coaches and develops the professional capacity of the teachers and staff by providing opportunities for meaningful, aligned, and ongoing professional learning to promote each student's academic and social emotional success.
- Develops and empowers teachers and staff to share ownership and responsibility for the school's vision and goals for equitable outcomes.
- Uses observation and feedback to build teacher capacity in an established growth and development model and uses the District standard rubrics/forms and processes to analyze teacher observation data and calibrate across the campus leadership team.

COMPETENCY 3: EXECUTIVE LEADER

- Collects disaggregated data, identifies problems, analyzes root causes, and develops and monitors effective strategies to resolve issues.
- Leads strategic change that continuously elevates and sustains high-quality educational programs and opportunities directed at improving student outcomes.
- Develops and utilizes a strategic plan to guide decision-making and adjusts accordingly.
- Allocates and monitors financial resources responsibly, complies with all state and federal laws and District policies and procedures, and exhibits professional standards of attendance, behavior, and actions across the campus and District.

COMPETENCY 4: CULTURE BUILDER

- Fosters and sustains a culture of empowerment and continuous improvement that recognizes and responds to the voices and perspectives of a diverse school community, where all cultures, identities, developmental levels, languages, etc. are celebrated.
- Ensures an identity safe, welcoming, and inclusive school community that supports all students' intellectual and social emotional development, through multi-tiered systems of support, that foster mutual respect and collaboration, demonstrates empathy, and promotes acceptance.
- Models a comprehensive school-wide approach to culture and climate systems that are clear, equitable, and aligned to District expectations.
- Communicates with parents/families/caregivers regarding students' academic and social-emotional strengths and areas for growth and solicits and is receptive to diverse viewpoints in order to promote equitable decision-making.
- Provides an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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)

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Assistant Superintendent for Secondary Schools. The incumbent receives general supervision from the Associate Superintendent. Performance is reviewed based on documented student achievements, maintenance of Board policies, meeting of established deadlines, operating within established budget, and public comment.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	