

Job Title: Principal, Middle School **Wage/Hour Status:** Exempt
Reports to: Executive Director **Pay Grade:** A-11 **Duty Days:** 226
Dept. /School: Assigned Campus and Level **Date Revised:** February, 2019

Qualifications:

Education/Certification:

Master's Degree
Principal Certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to coordinate campus functions
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher
Administrative experience required

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
3. Utilize campus instructional data and program data to make decisions that will improve student achievement and/or modify campus programs.

School or Organization Morale

4. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
5. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
6. Provide two-way communication with executive director, staff, students, parents, and community.
7. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
8. Ensure the effective and quick resolution of conflicts.

School or Organization Improvement

9. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
10. Identify, analyze, and apply research findings to promote school improvement.
11. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.

Personnel Management

12. Interview, select, and orient new staff. Approve all personnel assigned to campus.
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluation conferences with staff.
15. Assign and promote campus personnel.
16. Make recommendations to superintendent on termination, suspension, or nonrenewal of employees assigned to campus.
17. Work with campus-level committees to plan professional development activities.
18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies and state and federal laws and regulations affecting the schools.
20. 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.
21. Compile, maintain, all reports, records, and other documents required including accurate and timely reports of attendance and textbooks.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds.]

Student Management

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and campus handbook.
25. Conduct conferences about student and school issues with parents, students, and teachers.

School or Community Relations

26. Articulate the school's mission to the community and solicit support in accomplishing the mission.
27. Use appropriate techniques to encourage community and parent involvement.

Professional Growth and Development

28. Develop professional skills appropriate to job assignment.
29. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

Other

30. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional district and statewide travel, frequent prolonged and irregular hours. Frequent walking, climbing, bending, stooping, and reaching. Some exposure to extreme heat or cold weather.

Bryan ISD is an equal opportunity employer. All applications are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

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.

Approved by _____ Date _____

Reviewed by _____ Date _____