



CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	High School Principal	STATUS:	Exempt
REPORTS TO:	Executive Principal	TERMS:	220 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AD8

PRIMARY FUNCTION

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

Valid Texas principal certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

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 implement policy and procedures

Ability to interpret data

Excellent organizational, communication, public relations, and interpersonal skills

Experience:

Two years classroom teacher experience

Five years instructional leadership experience preferred

Such alternatives to the above qualifications as the Board may find appropriate

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Monitor instructional processes to ensure that 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 with regard to 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 campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
6. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of the school's mission.
7. Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committees. Demonstrate campus progress using results to promote school improvement.
8. Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.
9. Act as campus behavior coordinator in accordance with state laws and regulations.
10. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
12. Conduct conferences about student and school issues with parents, students, and teachers.
13. Comply with district policies, state and federal laws, and regulations affecting schools.
14. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
15. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
16. Manage 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.
18. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.
19. Observe employee performance, record observations, and conduct evaluation conferences with staff.
20. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
21. Work with campus-level planning and decision-making committees to plan professional development activities.
22. Articulate the school's mission to the community and solicit its support in realizing the mission.
23. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
24. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
25. Develop needed professional skills appropriate to job performance.
26. Maintain confidentiality.
27. Reliable attendance and punctuality.
28. Follow district safety protocols and emergency procedures.
29. Participate in staff development activities to improve job-related skills.
30. Comply with state, district, and school regulations and policies.
31. Attend and participate in staff meetings and serve on staff committees as required.
32. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
33. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; 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 25 pounds)

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

Environment: Indoors including but not limited to: classroom, cafeteria, library, or other campus location.

Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure.

Personal Protective Equipment may be required.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date