



# Crandall Independent School District

## Job Description

<b>Job Title:</b>	High School Principal	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Executive Director of School Leadership	<b>Date Revised:</b>	February 14, 2022
<b>Dept./School:</b>	High School		

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### Primary Purpose:

Direct and manage overall campus operation. 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 or curriculum instruction  
Texas principal or other appropriate Texas 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 implement policy and procedures  
Ability to interpret data  
Excellent organizational, communication, public relations, and interpersonal skills

#### Experience:

Three (3) years teaching experience  
Three (3) years administrative experience

### Major Responsibilities and Duties:

#### Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities relate to student and 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.

#### School or Organizational Morale

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

## **School or Organizational Improvement**

8. 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.
9. Identify, analyze, and apply research findings (e.g., effective school levers) to promote school improvement.
10. Develop and set annual campus performance for the campus planning process and site-based decision-making committee. Monitor progress made on campus improvement plan.
11. Develop, maintain, and use information systems and records necessary to show campus progress on accountability measures.

## **Personnel Management**

12. Interview, select, orient, and maintain new staff. Approve all personnel assigned to campus positions.
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 non-renewal of employees assigned to campus.
17. Work with campus-level planning and decision-making 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 regulations as well as state and federal laws 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, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition of textbooks.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
23. Direct and manage extracurricular and intramural programs including management of multiple activity funds.
24. Attend, participate, and lead PLCs, ARDs, 504s, and RTI meetings as appropriate.

## **Student Management**

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

## **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.

## **School or Community Relations**

30. Embrace and promote cultural diversity on campus and in the community.

31. Articulate the school's mission to the community and solicit its support in realizing the mission.
32. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.
34. Attend campus and community events as required.
35. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
36. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.

**Other**

37. Maintain confidentiality.
38. Follow district safety and emergency procedures.

**Supervisory Responsibilities:**

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

**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 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

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

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The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Print Name

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Signature

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Date