



Crandall Independent School District

Job Description

Job Title:	Elementary School Principal	Wage/Hour Status:	Exempt
Reports To:	Executive Director of School Leadership	Date Revised:	February 14, 2022
Dept./School:	Assigned Campus		

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
Working Knowledge of Social Emotional Learning
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 instruction relates to student 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 members.
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. Ensure that all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance, chrome book inventories, and textbooks are handled in an efficient manner.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

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 student handbook.
25. Conduct conferences about student and school issues with parents, students, and teachers.
26. Attend, participate, and lead PLC's, ARDs, 504s, and RTI meetings as appropriate.

Professional Growth and Development

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

School or Community Relations

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

Other

36. Maintain confidentiality.
37. 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, and clerical support staff.

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; occasional prolonged and irregular hours

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

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.

Print Name

Signature

Date