Job Title: Campus Principal  
Wage/Hour Status: Exempt

Reports To: Area Superintendent  
Pay Grade: Admin 4-6

Dept./School: Assigned Campus  
Date Revised: 05/01/2017

Funding Source: Local

The following 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.

Primary Purpose
The Principal will manage, coordinate, and set high expectations for personnel, students, parents, and building care to create a high functioning organization, smoothly operating campus, and ensure that each student is provided opportunity for reaching every potential through a sound curriculum and programs.

Qualifications

Education/Certification
Master’s Degree or higher  
Valid Texas Administrator’s Certificate

Special Knowledge/Skills
Knows curriculum systems and framework  
Knows Dual Language systems and framework (select Elementary campuses)  
Bilingual, preferred (select campuses)  
Establishes and communicates a clear vision for campus  
Manages time and is organized  
Develops and implements effective professional development  
Knows and promotes quality/effective instruction  
Develops and implements systems to collect and assess data to drive interventions  
Fosters collaboration  
Practices effective communication skills  
Establishes high performing learning culture and climate  
Identifies, recruits, and enlists effective resources and staff  
Creates a community of leaders  
Enhances community and parental involvement  
Understands local, state, and federal accountability requirements  
Develops and implements an effective school-wide plan  
Maintains fiscal responsibility and resourcefulness

Experience
Minimum of three (3) years’ experience as an Assistant Principal  
Prior experience in instructional leadership roles and other qualifications deemed necessary by the Board

Such alternatives to the above qualifications as the administration may find appropriate and acceptable
Major Responsibilities and Duties

- Develop a data driven focus on students and on the quality of work provided to students.

- Build a dual credit program that results in students graduating with an Associate’s degree.

- Work with staff to plan, implement, and evaluate instruction on a systematic basis in a way that aligns with district framework.

- Develop means to ensure resources are allocated for continuous improvement efforts.

- Design and implement strategies that will increase each student’s academic success.

- Identify, use, evaluate and promote appropriate technologies to enhance and support instruction and curriculum leading to high levels of student achievement.

- Systematically monitor instructional and use findings for corrective action, improvement, and recognition of success.

- Implement a system for creating and maintaining professional learning communities that facilitate collaboration among teachers and college instructors and promotes exceptional instructional effectiveness.

- Promote positive relationships on the campus through effective listening, communication and conflict resolution skills.

- Establish positive group norms among staff, parents and students.

- Establish a vision, mission and goals for the campus within a campus that focuses on student achievement, purposeful and engaging learning, and a safe, caring environment.

- Promote high expectations for students and staff.

- Support and articulate district and campus beliefs and vision.

- Develop structures to build leadership capacity through innovative teacher leaders and other leaders throughout the system.

- Foster collaboration toward the goal of student learning.

- Connect instructional goals to the GPISD vision, mission, beliefs, and strategic goals.

- Plan and implement an overall school improvement plan that targets the needs of the campus.

- Ensure improvement of the campus by analyzing data trends and implementing researched based innovative instructional strategies.

- Collect, analyze, and utilize data to 1) ask questions; 2) reframe problems; 3) improve the organization.
• Develop and implement a system to assess student performance, customer satisfaction, and community perceptions.

• Set high expectations and monitor the quality of instruction and the level of learning occurring in each classroom.

• Systematically implement an evaluation process that focuses on teaching and learning.

• Promote mutual resolution of conflict utilizing pertinent data in negotiation, mediation, and counseling strategies.

• Devote time and resources to the support of professional development needs and to ensure that the organization maintains direction and focus for all staff.

• Model and facilitate professional growth for all staff.

• Recruit, retain, and hire high quality staff members who are committed to student achievement.

• Make appropriate recommendations relative to personnel hiring and placement, transfer, retention, and dismissal.

• Develop knowledge about succession planning and identify how to apply this knowledge to critical leadership roles.

• Adhere to local, state and federal rules, regulations, practices and policies.

• Schedule activities and utilize all resources (budget, technology, materials, human) to accomplish the goals of the campus.

• Plan for and administer budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs on a timely basis.

• Monitor the use, care, and replacement of capital equipment.

• Manage all school facilities effectively and efficiently to ensure clean, orderly and safe buildings and grounds.
  • Use technology resources to perform job-related duties.

• Create a system for developing and nurturing positive relationships with students and community members.

• Develop a system that focuses on positive interactions between students, parents, staff members, and community members to enhance school climate.

• Develop, promote and communicate clear expectations for student behavior.

• Adhere to local, state and federal rules, regulations, practices and policies.
• Collaborate with parents, district personnel and staff concerning school and student issues.

• Promote and market the district, campus, and students of GPISD.

• Collaborate with parents and community members to promote the goals and vision of the district and campus.

• Collaborate with leaders of other youth-serving organizations and develop common understandings about student needs that must be addressed.

• Initiate and support activities for parental and community involvement.

• Enlist leaders from other sectors in the community promote school improvement.

• Develop and act upon a deeper understanding of the role of effective leadership in the change process.

• Ensure time is devoted to learning and reflecting on one’s own skills and knowledge about leadership and to disseminate that knowledge to other professionals.

• Develop and implement coaching and mentoring practices on the campus that promote continuous growth for all stakeholders.

• Participate in researched based leadership initiatives aimed at improving schools.

• Develop and implement a framework for collecting, analyzing and utilizing data to improve the campus.

• Create a data rich, data driven environment in which decisions are supported by measurable goals and data.

• Use data to reflect on, and improve teaching and learning on the campus.

• Monitor results of criterion-referenced assessment instrument required under Texas Education Code, tests with national norms and other assessments longitudinally over time.

• Monitor graduation rates (high schools only), student attendance, staff attendance, student enrollment in advanced academic courses and student mobility longitudinally over time.

• Monitor all campus performance objectives as prescribed by the Texas Education Code.

• Through positive interactions, support the mission, vision, and direction of the district and campus.

• Meet with district and campus personnel regularly to align campus and district mission, vision and goals.

• Facilitate positive relationships between campuses and facilities within the district.
Other

- Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.
- Has demonstrated the district’s established quality customer service standards.

Supervisory Responsibilities
Supervise administrators, teachers, custodians, paraprofessionals, clerical personnel and others as assigned

Equipment Used

Working Conditions
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent districtwide and statewide travel; occasional prolonged and irregular hours.