HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Principal

DATE: 01/17/19

JOB CODE: 002050, 005050, 008050, 009050, 010050, 000367, H31785
GRADE: Y, Z
CONTRACT LENGTH: 12 Months

IMMEDIATE SUPERVISOR: School Support Officer

POSITION SUMMARY:
Serves as the educational leader of the assigned campus. Responsible for managing policies, regulations, and procedures to ensure all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. Guides the character of the school and serves as a model for staff; pivotal in building a high performing team of teachers and support staff. Dedicated to helping students achieve personal and academic success by using proven best practices for teaching and learning.

ESSENTIAL INDIVIDUAL CHARACTERISTICS:
▪ Possesses a moral and ethical compass.
▪ Demonstrates a heart and passion for leadership.
▪ Identifies quality instructional and non-instructional staff and inspires excellence in them.
▪ Shows strong self-esteem.
▪ Makes decisions for the benefit of the school and community s/he serves.
▪ Exhibits the flexibility and willingness to accept change.
▪ Possesses courage and persistence of one’s convictions.
▪ Balances a superb intellect with common sense.

REQUIRED SKILLS AND BEHAVIORS:
▪ Develops and implements plans to:
  ➢ Increase student achievement
  ➢ Increase attendance
  ➢ Increase graduation rates
  ➢ Strengthen instructional opportunities
  ➢ Provide a safe learning environment
  ➢ Provide student services
  ➢ Comply with federal, state, and local laws and Board policies and procedures and other school district initiatives.
▪ Communicates, collaborates, and builds strong relationships with key stakeholders including:
  ➢ Teachers and staff
  ➢ Students and parents
  ➢ Community and business partners
  ➢ Other members of the school and district community.
▪ Selects and mentors a high quality school staff.
▪ Develops and maintains quality data, a balanced budget, and operational systems control closely tied to instructional priorities.

EDUCATIONAL REQUIREMENTS:
▪ Master’s degree
▪ Valid Texas Principal certification

EXPERIENCE REQUIREMENTS:
▪ A minimum of three years of exemplary teaching experience or comparable leadership experience is essential.
▪ Administrative experience as Principal, Assistant Principal, or Dean of Instruction preferred.
▪ Additional leadership experience on the campus or otherwise is essential.