



PRINCIPAL, EARLY COLLEGE HIGH SCHOOL

Jan 2025

Job No.: C753

Reports to: Area Superintendent

Dept./Campus: Early College High School

FLSA Status: Exempt

Pay Grade: CA7

Term: 226 Days

PRIMARY PURPOSE:

To serve as a visionary leader in creating innovative learning environments and experiences that align with the unique mission of an Early College High School. Direct and manage the instructional program while supervising campus operations and personnel to ensure high standards of instructional service. Provide leadership in curriculum development, skillful delivery, and evaluation to support student success. Oversee compliance with district policies, ensure the success of instructional programs, and effectively manage all campus activities to promote a culture of excellence and innovation.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Develops and implements an instructional plan for Early College High School that allows students to graduate with an associate's degree.
- Develops and implements an academic program consistent with the vision, goals, and objectives of Leander ISD's Early College High School.
- Coordinates and maintains a consistent student recruitment and application process for ECHS.
- Collaborates with School and Community Relations and maintains Leander ISD brand standards in all marketing and public relations efforts, including the development of campaign materials and advertisements.
- Oversee partnership with Austin Community College workgroups to maintain the effectiveness of the program, including staffing, planning, and day-to-day operations of the campus.
- Regularly review and work with ACC to revise the Memorandum of Understanding so that it continues to meet and cover the changing needs of the ECHS.
- Provides relevant and appropriate professional learning experience for ECHS staff aligned with district expectations.
- Embody the LISD Campus Leadership Profile, including establishing a clear focus, effectively managing change, and creating a purposeful community.
- Implement processes and systems focused on growth for all students.
- Establish a collaborative culture in which the LISD PLC Collective Commitments are evident.
- Provide leadership for continuous improvement of learning.

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Communicate and promote expectations for high-level performance to staff and students.
- Supervise the preparation and management of campus budgets.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Demonstrates regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Master's degree in educational administration from an accredited university.
- Valid Texas Principal certificate.
- Valid Texas Teacher certificate.
- Minimum of two years' experience as a classroom teacher, middle school level preferred.
- Three years' experience as a campus administrator (e.g., principal, assistant principal), middle school level preferred.

Knowledge/Skills/Abilities:

- Knowledge of curriculum, instruction; and assessment.
- Skill in organization; communication; public and interpersonal relations.
- Ability to coordinate campus functions; evaluate instructional program and teaching effectiveness; implement policy and procedures; interpret data; manage budget and staff; manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc. and frequent movement around the campus building and grounds.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the campus' credibility, operations and services.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May be required to pass a SAMA or other crisis prevention training class.
- May be required to assist in crisis intervention.
- May be required to restrain a student.
- May work prolonged or irregular hours.
- Frequent districtwide travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.