



## PRINCIPAL, MIDDLE SCHOOL

Rev. June 2022

**Job No.:** C750

**Reports to:** Area Superintendent

**Dept./Campus:** Middle School Campus

**FLSA Status:** Exempt

**Pay Grade:** CA7

**Term:** 226 Days

### PRIMARY PURPOSE:

To direct and manage instructional program and supervise operations and personnel at campus level, provide leadership to ensure high standards of instructional service, oversee curriculum development and skillful delivery to students, oversee compliance with district policies, ensure success of instructional programs, and operation of all campus activities.

### 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

- 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.

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.

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- 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 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 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.
- 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.