



Position: Principal

Assignment: Principal- Elementary School

Wage/Hour Status: Exempt

Reports to: Chief of Elementary Schools

Pay Grade: AP670/216 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Direct and lead instructional programs and supervise/manage operations and personnel at campus level. Provide leadership to ensure high standards of instructional service and student learning. Oversee compliance with district policies, state, and federal laws.

Qualifications:

Minimum Education/Certification:

- Master's degree (Educational Administration preferred)
- Valid Texas Administrative (Principal/Mid-Management) Certificate
- T-PESS, Texas Principal Evaluation and Support System Certification preferred.

Special Knowledge/Skills/Experience:

- Working knowledge of elementary school curriculum and instruction, best practices
- Documented track record of raising student achievement for students at-risk for failure.
- Experience disaggregating data and designing actionable instructional priorities.
- Ability to evaluate and raise instructional and teaching effectiveness.
- Powerful communication, public relations, and interpersonal skills
- Thorough understanding of school operations
- Ability to manage budget and personnel.
- Demonstrated ability to coordinate campus functions and support operations.
- Strong organizational skills
- Track record of positive community involvement with current placement
- Understands and participates in effective professional learning that will enhance instruction.
- Minimum of 5 years successful classroom teaching experience
- Minimum of 3-5 years success as an assistant principal/leadership experience required.

Major Responsibilities and Duties:

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Provide instructional resources and materials needed to accomplish instructional goals.
- Establish clear expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
- Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.

- Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Build a common vision for school improvement with staff. Direct planning activities and implementing programs to ensure attainment of the school's mission.
- Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision-making committees. Demonstrate campus progress using results to promote school improvement.
- Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.
- Act as campus behavior coordinator in accordance with state laws and regulations.
- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- Ensure that school rules are uniformly applied, and that student discipline is appropriate and equitable in accordance with the Student Code of conduct and student handbook.
- Conduct conferences about student and school issues with parents, students, and teachers.
- Training with Restorative Practices preferred.
- Comply with district policies, state and federal laws, and regulations affecting schools.
- Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective, and funds are managed wisely.
- Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.
- Select, train, supervise, evaluate staff, and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
- Work with campus-level planning and decision-making committees to plan professional development activities.
- Articulate the school's mission to the community and solicit its support in realizing the mission.
- Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
- Supervise, evaluate, and recommend the hiring and firing of staff assigned to campus including assistant principal(s), teachers, counselor(s), librarian(s), instructional aides, clerical support staff, and custodians.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior.
- May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing 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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name