

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Principal	<b>Department/School:</b>	Curriculum & Instruction
<b>Pay Information:</b>	Educational Leadership Compensation Plan	<b>Supervised By:</b>	Area Supervisor
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	January 2020

### Primary Purpose:

Direct and manage instructional programs and supervise operations and personnel at the campus level. Provide leadership to ensure high standards of instructional service.

### Minimum Qualifications (Experience/Education/Certification):

Master's degree from an accredited university in educational administration or related field, Texas Standard Principal's Certificate or appropriate certificate, Texas Teacher Evaluation and Support System (T-TESS) appraiser or the ability to become T-TESS administrator. Two years of classroom teaching experience.

### Major Responsibilities:

#### Instructional Leadership

1. Establish a clear, compelling, and shared vision; design, implement, supervise, and evaluate instructional programs for the campus; demonstrate knowledge of curriculum and instructional strategies to accomplish success with student academic achievement; develop, implement, and monitor a campus strategic plan aligned with needs of the campus and District goals, leading to continuous improvement.
2. Develop and monitor the campus master schedule, assuring that is focused on the needs of students; work closely with the counseling team to assure that students are appropriately scheduled into classes aligned with their college/career path.
3. Ensure the appropriate application of technology as an instructional and administrative tool throughout the campus.
4. Work closely with District-level departments to assist with a strong instructional program that leads to student academic achievement and growth.
5. Promote high expectations for all staff and students; observe employee performance, record observations, and conduct support/evaluation conferences using T-TESS and other identified evaluations; organize and lead campus faculty and staff meetings; provide and arrange for campus professional development as necessary; provide instructional resources and materials to support teachers in accomplishing instructional goals; participate in ARD, 504, LPAC, and other meetings as necessary; assist staff in planning and implementing professional development that increases their effectiveness and improves campus performance; participate in professional development that provides personal growth and leads to increased effectiveness and improved campus performance.
6. Utilize available assessment data to assist with instructional planning and for remedial activities that lead to campus improvement.
7. Ensure that the administration of District, state, and federal testing is in compliance with local, state, and federal guidelines.

#### School/Community Relations and Organizational Morale

8. Communicate expectations for high-levels of performance to students, staff, and parents; provide and nurture effective communication between the school and the community; respond in a timely manner to parent and community communication; promote parental and community involvement in the school, including site-based committees, student/teacher/parent organizations, booster clubs, and other opportunities.
9. Encourage active involvement in the decision-making process by fostering collegiality and team building with employees; implement activities to recognize employees' efforts and accomplishments.
10. Promote the campus and District through effective communication with business/civic organizations, governmental agencies, and the community.

#### Student Management

11. Ensure the Student Code of Conduct and discipline management system are administered consistently to promote equity and to support positive student behavior.
12. Ensure that students are appropriately supervised during instructional and non-instructional periods.
13. Conduct conferences and meetings with students, parents, and staff regarding student and school issues; resolve parent/student concerns in a timely manner.
14. Implement activities to recognize students' efforts and accomplishments; facilitate opportunities for students to participate in extra-curricular activities, and assure these activities are monitored and supported.

#### Administrative, Fiscal/Facilities Management

15. Work closely with Technology and Curriculum/Instruction to sure the implementation of an appropriate technology structure and plan for learning.
16. Implement and administer District and campus policies and procedures that are in compliance with all federal, state, and local regulations.
17. Develop, implement, and monitor the campus operating budget; monitor all activity accounts; operate within the budget.
18. Assure that emergency and crisis plans are developed, communicated, implemented, and practiced; manage school facilities and equipment effectively to ensure a safe, clean, and orderly building with maximization of space; works closely with District personnel and contractors regarding completion of any necessary repairs or renovations of the building.
19. Provide reports, data, and all required information promptly and accurately, ensuring the proper maintenance of student records.

#### Human Resources Management

20. Lead the recruitment, hiring, and placement of staff and assure that each employee's performance is appropriately supervised and evaluated.
21. Follow staffing allocations closely to ensure effective and efficient staffing of the campus; work closely with the HR Department to assure that all timelines and staffing requirements are met; work closely with HR to assure that all professional employees meet and continue to meet certification requirements as required by SBEC; develop and maintain appropriate documentation for employee contract and continued employment recommendations.
22. Review the Employee Handbook and District policies and procedures to assure compliance with employee-related items; work with Human Resources to take corrective action on employees as needed; follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations; perform other duties as assigned.

**Special Knowledge/Skills:**

- Knowledge of appropriate public education leadership principles and techniques
- Knowledge of all applicable federal, state and local laws, guidelines and procedures, including Texas Education Agency rules and regulations
- Knowledge of curriculum and instruction
- Knowledge of University Interscholastic (UIL) rules and regulations
- Knowledge of school finance and budget practices and principles
- Knowledge of acceptable supervisory, management, human resources, and leadership practices
- Skill in directing the work of others
- Skill in communicating effectively with others, both in writing and orally, and in providing presentations to large groups
- Skill in effectively managing and assisting teachers with managing a classroom and student behavior
- Skill in interpreting and using data and analyzing complex information to reach best decisions
- Skill in modifying instruction and assisting teachers with modifying instruction for various student needs
- Skill in operating standard computer and software applications related to instruction, student data, e-mail, word processing, internet programs, data bases, spreadsheets, and development of presentations
- Skill in working with computer tools, including but not limited to, e mail, internet, word processing and spreadsheets
- Skill in working in collaborative team-based environments

**Supervisory Responsibilities:**

Supervises professional, paraprofessionals, and other support/campus personnel/ staff

**Working Conditions (Mental Demands/Physical Demands/Environmental Demands):**

Prolonged use of computer, position regularly requires work outside the normal work week; must be able to push, pull, lift, and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_