

**Job Title:** Principal

**Reports to:** Executive Director of Learning Communities

**Dept./School:** Assigned Campus

**Exemption Status:** Exempt

**Pay Scale:** See Compensation Plan

**Date Revised:** 3/2/2026

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### **Primary Purpose:**

Direct and manage overall campus operations. Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instructional programs, and effective operation of all campus activities.

### **Qualifications:**

#### **Education/Certification:**

Master's degree from accredited university

Valid Texas teaching certificate with Mid-Management or Principal Certification

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### **Special Knowledge/Skills:**

Campus leadership experience

Demonstrated leadership on district-wide committees and/or district wide activities

Exceptional interpersonal and communication skills (verbal and written)

Leadership, management, and organizational skills

Experience working with diverse populations

Experience with leading campus professional learning communities

#### **Experience:**

Five years experience as a classroom teacher

Three years experience as an assistant principal

Campus principal experience preferred

### **Major Responsibilities and Duties:**

#### **Instructional Management**

- Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
- Provide instructional resources and materials needed to accomplish instructional goals.
- Establish clear expectations for staff performance with regard to 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 committees about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

### **School or Organization Improvement**

- Build a common vision for school improvement with staff.
- Direct planning activities and implement programs to ensure attainment of the school's mission.
- Establish campus performance objectives for academic excellence Indicators using the campus planning process and involving the site-based decision making committee. Demonstrate campus progress using results to promote school improvement.
- Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.
- Define high expectations for staff performance regarding instructional strategies, classroom management, and communication with parents which yield high achievement for all students.

### **Student Management**

- 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.

### **Management of Fiscal, Administrative, and Facilities Functions**

- 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 and oversee maintenance of facilities to ensure a clean, orderly, and safe campus.
- Direct and manage extracurricular and intramural programs including management of multiple activity funds.
- Implement, monitor and access strong systems for daily operations.
- Provide an effective, cost-efficient operation where resources are budgeted in a manner which meets student needs and instructional goals.

## Personnel Management

- Select, train, supervise, and 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.
- Supervise, evaluate, and recommend the hiring and firing of staff assigned to campus including assistant principal(s), teachers, counselor(s), librarian(s), instructional aides, administrative assistants, other office support staff, and custodians.

## School or Community Relations

- 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.
- Follow district safety protocols and emergency procedures.
- Behave in a professional and ethical manner at all times when representing the district.

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** 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

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by

Date

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