

Job Title:	Principal	Wage/Hour Status:	Exempt
Reports to:	Superintendent	Pay Grade:	Exempt Scale
Dept/School:	Assigned Campus	Days:	Varies
Date Revised:	January, 2011	Job Code:	B001, B002, B003, B004

Primary Purpose:

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities.

Education / Certification:

1. Master's degree.
2. Texas principal or other appropriate Texas certificate.
3. Certified Professional Development and Appraisal System (PDAS) appraiser.

Special Knowledge / Skills:

1. Working knowledge of curriculum and instruction.
2. Ability to evaluate instructional program and teaching effectiveness.
3. Ability to manage budget and personnel.
4. Ability to coordinate campus functions.
5. Ability to implement policy and procedures.
6. Ability to interpret data.
7. Strong organizational, communication, public relations, and interpersonal skills.

Experience / Other Requirements:

1. Three years of experience as a classroom teacher.
2. Five years of experience in instructional leadership roles.
3. Personal cell phone is required to handle district related business, including after hours, or when away from the office on district business.

Major Responsibilities and Duties: **Instructional Management**

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

School or Organization Morale

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
5. Provide for two-way communication with superintendent, staff, students, parents, and community.
6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
7. Ensure the effective and quick resolution of conflicts.

School or Organization Improvement

8. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
10. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.
11. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.

Personnel Management

12. Interview, select, and orient new staff. Approve all personnel assigned to campus.
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluation conferences with staff.
15. Assign and promote campus personnel.
16. Make recommendations to superintendent on termination, suspension, or non renewal of employees assigned to campus.
17. Work with campus-level planning and decision-making committees to plan professional development activities.

18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies and state and federal laws and regulations affecting the schools.
20. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds.]

Student Management

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
25. Conduct conferences about student and school issues with parents, students, and teachers.

Professional Growth and Development

26. Develop professional skills appropriate to job assignment.
27. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

School or Community Relations

28. Articulate the school's mission to the community and solicit its support in realizing the mission.
29. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
30. Use appropriate and effective techniques to encourage community and parent involvement.
31. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
32. 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 aides, clerical support staff, and custodians.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress.
2. Work with frequent interruptions.
3. Occasional district wide and state wide travel.
4. Frequent prolonged and irregular hours.

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.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____