

Job Title: Principal **Exemption Status:** Exempt
Reports to: Superintendent **Date Revised:** 3/05/2025
Dept./School: Assigned Campus and Level

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
Texas principal or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Excellent organizational, communication, public relations, and interpersonal skills

Experience:

Five years experience as a classroom teacher (Preferred)
Three years experience campus secondary assistant principal (Preferred)
Three years experience in instructional leadership roles (Preferred)

Major Responsibilities and Duties:

Instructional Management

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

5. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

CCMR Program Management and Administration

6. Determine the goals, objectives, and priorities of the CCMR program in conjunction with campus high school counselors, administrators and other staff and within the goals and strategic plan established by the district.
7. Supervise and support district programming to enhance career pathways and certification programs.
8. Coordinate college and career development services and establish and maintain business/education partnerships that support the district's strategic plan related to CCMR.
9. Coordinate the scheduling, registration, and administration of college entrance exams; analyze and distribute test results as appropriate.
10. Evaluate the CCMR program effectiveness based on evaluative findings and recommend changes as needed.
11. Develop and administer CCMR budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

School or Organization Improvement

12. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.
13. Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committee. Demonstrate campus progress using results to promote school improvement.
14. Provide opportunities for interactive communication with superintendent, staff, students, parents, and community.

Student Management

15. Act as campus behavioral coordinator in accordance with state laws and regulations.
16. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
17. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
18. Conduct conferences about student and school issues with parents, students, and teachers.

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies, state and federal laws, and regulations affecting schools.
20. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
21. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
22. Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.
23. Direct and manage extracurricular and intramural programs including management of multiple activity funds.

Personnel Management

24. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.
25. Observe employee performance, record observations, and conduct evaluation conferences with staff.
26. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
27. Work with campus-level planning and decision-making committees to plan professional development activities.

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 using appropriate and effective techniques to encourage community and parent involvement.

Other

30. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

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.

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

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 _____