

HIGH SCHOOL PRINCIPAL

REPORTS TO: Director of Schools

MINIMUM QUALIFICATIONS:

1. Valid Texas Principal Certification and Teacher Certification.
2. Master's Degree in Educational Administration from an accredited university.
3. Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser.
4. At least three years' experience as a classroom teacher, demonstrating high-level competency.
5. At least two years' successful experience in an instructional leadership role at a secondary level.

PREFERENTIAL QUALIFICATIONS/ EXPERIENCE:

1. Two to Five years' experience as Campus Principal or Assistant Principal.

PRIMARY PURPOSE:

In support of the mission of the school district, directs and manages the instructional program and supervises operations and personnel at the campus level; provides instructional leadership to ensure high standards of instructional service; oversees compliance with district policies, the success of instructional programs, and operation of all campus activities.

TERMS OF EMPLOYMENT: Administrative/Professional Pay Grade 5, 226 days

Wage/Hour Status: Exempt

MAJOR RESPONSIBILITIES AND DUTIES:

1. Monitors instructional and managerial processes to ensure that program activities are related to program outcomes and uses findings to implement corrective actions.
2. Provides instructional resources and materials to support teaching staff in accomplishing instructional goals.
3. Establishes clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Communicates and promotes expectations for high-level performance to staff and students; recognizes excellence and achievement.
5. Fosters collegiality and team building among staff members; encourages their active involvement in the decision-making process. Provides for two-way communication with superintendent, staff, students, parents, and community.
6. Ensures effective and quick resolution of conflicts.
7. Builds a common vision for school improvement with staff; directs planning activities and puts programs in place with staff to ensure attainment of the school's mission.
8. Establishes campus objectives for improving and maintaining student performance.

Revision Date: _____

Approved by: _____

HIGH SCHOOL PRINCIPAL

9. Develops, maintains, and uses information systems and records necessary to demonstrate campus progress on performance objectives.
10. Works with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
11. Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct, student handbook and applicable law.
12. Conducts conferences about student and school issues with parents, students, and teachers.
13. Complies with district policies and state and federal laws and regulations affecting the schools.
14. Develops campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs; tracks and keeps programs within budget limits; maintain fiscal control; accurately reports fiscal information.
15. Compiles, maintains, and files all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance.
16. Oversees use of campus facilities; supervises maintenance to ensure a clean, orderly, and safe campus.
17. Interviews, selects, orientates new staff; approve personnel assigned to campus.
18. Observes and records employee performance and conducts evaluation conferences with staff.
19. Makes recommendations to Director of Schools and Human Resources on terminations, suspension or non-renewal of employees assigned to campus.
20. Provide training and assistance including the development of professional growth goals to campus staff; fosters an environment of professional growth and development.
21. Develops professional skills appropriate to job assignment.
22. Demonstrates professional, ethical, and responsible behavior; serves as a role model for all campus staff.
23. Articulates the school's mission to the community and solicits its support in realizing the mission.
24. Demonstrates awareness of school and community needs and initiates activities to meet those needs.
25. Uses appropriate and effective techniques to foster community and parent involvement.
26. Complies with district policies, as well as state and federal laws and regulations.
27. Adheres to the district's safety policies and procedures.
28. Maintains confidentiality in the conduct of district business.

Revision Date: _____

Approved by: _____

HIGH SCHOOL PRINCIPAL

29. Performs other tasks and assumes such responsibilities as related to the position and as assigned.

EQUIPMENT USED: Computer, phone, fax machine, other standard office equipment.

WORKING CONDITIONS

To perform this job successfully, an individual must be able to meet the requirements listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental Demands: Has the ability to: read, effectively communicate (verbally and written), maintain emotional control under stress and work prolonged or irregular hours. Perform multiple tasks; coordinate campus-wide curriculum functions; interpret policy, procedures, and data; and establish and maintain cooperative and effective working relationships with others.

Physical Demands/Environmental Factors: Frequently required to stand, sit, walk, stoop, bend, twist, speak, hear, perform repetitive hand motions, withstand prolonged use of a computer, and lift up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Ability to work: inside and outside, with regular exposure to noise, and with frequent interruptions. May be required to lift and position students with physical disabilities; control behavior through physical restraint, and assist non-ambulatory students. May encounter possible biological exposure to bacteria and communicable diseases. Must have the ability to report to work on a regular and punctual basis.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Revision Date: _____
Approved by: _____