

PERSONNEL POSITIONS

DP  
(LEGAL)

<b>Principal</b>	A board, by local policy, shall adopt qualifications for principals. <i>Education Code 11.202(c)</i>
Qualifications	
Certification	State Board for Educator Certification (SBEC) rules establish the requirements for receiving a principal certificate and for first-time principals in Texas. <i>19 TAC Ch. 241</i>
Duties	<p>The principal shall be the instructional leader of the school and shall be provided with adequate training and personnel assistance to assume that role. <i>Education Code 11.202(a)</i></p> <p>A principal shall:</p> <ol style="list-style-type: none"><li>1. Approve all teacher and staff appointments for the campus. [See DK]</li><li>2. Set specific education objectives for the campus, through the planning process.</li><li>3. Develop budgets for the campus.</li><li>4. Assume administrative responsibility and instructional leadership, under the supervision of the superintendent, for discipline at the campus.</li><li>5. Assign, evaluate, and promote all personnel assigned to the campus.</li><li>6. Recommend to the superintendent the termination, suspension, or nonrenewal of an employee assigned to the campus.</li><li>7. Perform any other duties assigned by the superintendent pursuant to board policy.</li><li>8. Regularly consult with the campus-level committee in the planning, operation, supervision, and evaluation of the campus educational program. [See BQ series]</li><li>9. Each school year, with the assistance of the campus-level committee, develop, review, and revise the campus improvement plan. [See BQ]</li><li>10. (For high school principals only) Serve, or appoint someone to serve, as deputy registrar for the county in which the school is located. <i>Election Code 13.046</i></li></ol> <p><i>Education Code 11.202(b), .253(c), (h)</i> [See also DMA]</p>
Principal's Report to Superintendent	A principal must notify the superintendent not later than the seventh business day after the date:
<i>Educators</i>	

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1. Of an educator's termination of employment or resignation following an alleged incident of misconduct under Education Code 21.006(b); or
2. The principal knew about an educator's criminal record under Education Code 21.006(b)(1).

*Education Code 21.006(b-2); 19 TAC 249.14(e)* [See Required Reports at DHB(LEGAL)]

*Noncertified  
Employees*

A principal must notify the superintendent not later than the seventh business day after the date of a noncertified employee's termination or resignation following allegations that the employee:

1. Abused or otherwise committed an unlawful act with a student or minor; or
2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

*Education Code 22.093(e)* [See Principal Notification at DHC(LEGAL)]

*Sanctions and  
Administrative  
Penalty*

SBEC determines whether to impose sanctions, including an administrative penalty, against a principal who fails to provide notification to a superintendent. *Education Code 21.006(f), 22.093(i); 19 TAC 249.14(e), (h)*

If a principal is required to notify a superintendent about an educator's criminal record or alleged incident of misconduct and fails to provide the notice by the required date, SBEC may impose an administrative penalty of not less than \$500 and not more than \$10,000. SBEC may not renew the certification of an educator against whom an administrative penalty is imposed until the penalty is paid. *Education Code 21.006 (i)*

*Criminal Offense*

A principal required to notify a superintendent about an employee's criminal record or alleged incident of misconduct commits a state jail felony if the principal fails to provide the notice by the required date with intent to conceal an educator's criminal record or alleged incident of misconduct. *Education Code 21.006(j), 22.093(k)*