

PERSONNEL POSITIONS

DP
(LOCAL)

Principal's Primary Purpose

The principal's primary purpose is to direct and manage instructional programs and supervise operations and personnel at the campus level. The principal provides leadership to ensure high standards of instructional service. The principal oversees compliance with District policies, success of instructional programs, and operation of all campus activities.

Principal Qualifications

Education and certification required shall be as follows:

1. Master's or doctorate degree in educational administration;
2. Valid Texas principal certificate or other appropriate certification; and
3. Certification as a Professional Development and Appraisal System (PDAS) appraiser.

Special knowledge and skills required include:

1. Thorough knowledge of curriculum and instruction;
2. Ability to evaluate instructional programs and teaching effectiveness;
3. Ability to manage budget and personnel;
4. Ability to coordinate campus functions;
5. Ability to explain policy, procedures, and data;
6. Strong organizational, communications, public relations, and interpersonal skills;
7. Three years' experience as a classroom teacher;
8. Prior experience in instructional leadership roles; and
9. Other qualifications deemed necessary by the Board.

Major Responsibilities

Major responsibilities include the following:

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 programs. Include students and community representatives when appropriate.

School and Organization Morale

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

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| School and
Organization
Improvement | <ol style="list-style-type: none">4. Foster collegiality and team building among staff members and 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.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 | <ol style="list-style-type: none">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 nonrenewal 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. |

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| Management of Fiscal, Administrative, and Facilities Functions | <ul style="list-style-type: none">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.23. Secondary principals only: Direct and manage extracurricular and intramural programs including management of multiple activity funds. |
| Student Management | <ul style="list-style-type: none">24. Work with faculty and student to develop a student discipline management system that results in positive student behavior and enhances the school climate.25. 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.26. Conduct conferences about student school issues with parents, student, and teachers. |
| Professional Growth and Development | <ul style="list-style-type: none">27. Develop professional skills appropriate to job assignment.28. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff. |
| School and Community Relations | <ul style="list-style-type: none">29. Articulate the school's mission to the community and solicit community support in realizing the mission.30. Demonstrate awareness of school and community needs and initiate activities to meet those needs.31. Use appropriate and effective techniques to encourage community and parent involvement. |
| Supervisory Responsibilities | <p>The principal shall supervise and evaluate the performance of staff assigned to campus including assistant principals, teachers, counselors, librarians, instructional aides, clerical support staff, and custodians.</p> |

Working Conditions

Working conditions include mental demands, physical demands, and environmental factors. Frequent District and statewide travel and frequent prolonged and irregular hours are required.