

PERSONNEL POSITIONS

DP
(LOCAL)

**Principal
Qualifications**

The principal shall have at least:

1. Working knowledge of curriculum and instruction.
2. The ability to evaluate instructional program and teaching effectiveness.
3. Strong communications, public relations, and interpersonal skills.
4. A master's degree.
5. At least three years' successful experience as a classroom teacher.
6. A Texas certificate to practice the assigned principalship.
7. Prior experience in instructional leadership roles.
8. Other qualifications deemed necessary by the Superintendent.

Job Goal

The principal shall direct and manage the instructional program and supervise operations at the campus level, provide instructional leadership to ensure high standards of instructional service, direct the implementation of District policies and instructional programs, and manage the operation of all campus activities.

Duties

The principal shall:

Instructional
Management

1. Administer and integrate all instructional programs.
2. Plan, implement, and evaluate the curriculum on a systematic basis.
3. Provide instructional resources to support the accomplishment of instructional goals. [See EFA]
4. Evaluate and recommend improvements in the purpose, design, and implementation of the instructional program.

School /
Organizational
Climate

5. Provide an environment conducive to learning.
6. Reinforce desired behaviors for students and staff.
7. Establish and maintain an environment conducive to positive staff morale.

School /
Organizational
Improvement

8. Establish through a collaborative process a vision for a campus mission.
9. Develop campus performance objectives and an improvement plan through collaboration.

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| | 10. Develop, maintain, and use information systems necessary to address campus performance objectives including all academic excellence indicators. |
| Personnel Management | 11. Interview, select, and orient new staff. |
| | 12. Recommend employment, transfer, retention, and dismissal of staff. [See DC, DK, and DF series] |
| | 13. Define expectations for staff performance. |
| | 14. Use developmental supervision with all staff. [See DN series] |
| | 15. Develop leadership among the staff. |
| | 16. Delegate personnel management functions as appropriate. |
| | 17. Complete personnel management reports in a timely manner. |
| Administration and Fiscal / Facilities Management | 18. Develop budget based upon program needs, estimated enrollment, projected staffing, and other fiscal needs. [See CE] |
| | 19. Implement programs within budgeted parameters. [See CE] |
| | 20. Comply with all regulations regarding fiscal management. |
| | 21. Manage the use and maintenance of facilities to provide a safe and clean campus. [See CK series, CL, GKD] |
| | 22. Manage and provide required reports for all school operations including, but not limited to, attendance, funds accounting, payroll, and transportation. |
| Student Management | 23. Develop a student management system that encourages positive student behavior and enhances the school climate. [See FN] |
| | 24. Ensure that school rules are uniformly observed and student discipline is appropriate and equitable. [See FN, FO series, and the Student Code of Conduct] |
| | 25. Communicate student management expectations to parents and the community and encourage parent participation in student management activities. |
| School / Community Relations | 26. Articulate the school's mission to the community and solicit support in realizing the mission. [See GB] |
| | 27. Demonstrate awareness of school/community needs and initiate activities to meet those needs. |
| | 28. Promote a positive image of the school and maintain a positive working relationship with parents and the community. |

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| | 29. Involve parents and other community members in school activities as required and/or appropriate. |
| Professional Growth and Development | 30. Use information provided through assessment instruments, the appraisal process, staff input, and professional development programs to improve performance. |
| | 31. Provide leadership in addressing current educational issues. |
| | 32. Attend professional development activities. |
| | 33. Abide by the Professional Code of Ethics. [See DH] |
| Academic Excellence Indicators and Campus Performance Objectives | 34. Provide leadership that emphasizes high expectations for and that results in student success. Examples of measurements of student success may include, but not be limited to, the following: <ul style="list-style-type: none">a. Dropout rate.b. Graduation rate.c. Advanced course enrollment.d. Percentage of advanced transcripts.e. Percentage of advanced transcripts with honors.f. Honor roll rate.g. Failure rate.h. Norm-referenced test scores.i. Results of state-mandated assessments. |
| | 35. Monitor student attendance and implement programs to improve when needed. |
| | 36. Provide leadership in defining school goals and in implementing the action plan to accomplish the goals. |