

PERSONNEL POSITIONS

DP
(LOCAL)

Job Description Document

Job descriptions for positions in the District shall be maintained by the executive director of human resources.

Principal Qualifications

In addition to the minimal certification requirement, the principal shall have at least:

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

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 at the campus level, and manage the operation of all campus activities.

Duties

The principal shall:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success. [See BQ series]
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students and community representatives (when appropriate). [See BQ series]

School / Organizational Climate

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. [See EFA]
4. Foster collegiality and team building among staff; encourage their active involvement in the decision process. [See BQ series]
5. Provide for two-way communication with the Superintendent, staff, students, parents, and community.

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| School /
Organizational
Improvement | <ul style="list-style-type: none">6. Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.7. Facilitate effective and timely resolution of conflicts. [See DGBA, EFA, FNG, GF]8. Determine and build a common vision with staff for school improvement; direct planning activities and implement program collaboratively with staff to ensure attainment of school's mission. [See AE, BQ series]9. Identify, analyze, and apply research findings (e.g., effective school correlates) to facilitate school improvement.10. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members. [See BQ series]11. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator. [See CPC] |
| Personnel
Management | <ul style="list-style-type: none">12. Interview, select, and orient new staff and approve assignment of campus personnel. [See DC, DK]13. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.14. Observe employee performance, record observations, and conduct evaluation conferences with all staff. [See DN series]15. Make recommendations relative to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal. [See DK, DF series]16. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals. [See DN series]17. Involve campus staff in the planning of staff development activities. [See BQ series, DMA] |
| Administration and
Fiscal / Facilities
Management | <ul style="list-style-type: none">18. Comply with District policies, as well as state and federal laws and regulations affecting the schools.19. Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information. [See CE] |

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| Student Management | <ul style="list-style-type: none">20. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus. [See CKA, CKC, GKD]21. Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate. [See BQ series, FN(LOCAL)]22. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable. [See FN/FO series and the Student Code of Conduct]23. Conduct conferences with parents, students, and teachers concerning school and student issues. |
| Professional Growth and Development | <ul style="list-style-type: none">24. Use information and insights provided through assessment instruments, the District appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.25. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.26. Observe professional ethical standards in accordance with generally accepted community standards and the Code of Ethics and Standard Practices for Texas Educators as adopted by the SBEC. [See DH(EXHIBIT)] |
| School / Community Relations | <ul style="list-style-type: none">27. Articulate the school's mission to the community and solicit its support in realizing the mission. [See AE, GB series]28. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.29. Use appropriate and effective techniques for community and parent involvement. |