**Job Title:** Principal

**Reports to:** President

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**Primary Purpose**

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with school policies, success of instructional programs, and operation of all campus activities.

**Qualifications**

**Education/Certification**

Master’s Degree

Valid Texas Mid-Management, Administrative, or Principal’s Certificate

Valid Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified

**Special Knowledge/Skills**

• Leadership ability in working with teachers and students in instructional and managerial administration

• Working knowledge of curriculum and instruction

• Ability to evaluate instructional program and teaching effectiveness

• Ability to manage budget and personnel and coordinate campus functions

• Ability to explain policy, procedures, and data

• Strong communications, public relations, and interpersonal skills

**Experience**

Three (3) years of related administrative experience in education to include at least two (2) years assistant principal experience (for a person who has not previously served as a principal)

Three (3) years teaching experience

**Major Responsibilities and Duties**

**Instructional Management**

1. Assume responsibilities for the planning, operation, supervision, and evaluation of the educational program of the school.

2. Maintain the organization and management of the school program.

3. Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences.

4. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.

**School/Organizational Climate**

5. Establish and maintain communication with personnel and students to foster a productive school climate.

6. Inform the President promptly of all cases of extreme danger or disaster.

**School/Organization Improvement**

7. Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.

8. Utilize all resources in developing the most effective educational program.

9. Supervise and coordinate the activities of the school staff.

10. Identify those aspects of the teacher’s classroom instructional program in need of improvement and suggest alternative avenues of improvement.

**Personnel Management**

11. Maintain adequate and accurate documentation upon which recommendations for retention or placement are based.

12. Interview, select, and orient new staff and approve assignment of campus personnel.

13. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.

14. Observe employee performance, records observations, and conduct evaluation conferences.

15. Make recommendations relative to personnel placement, retention, promotion, non-renewal, and dismissal.

16. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

17. Involve campus staff in the planning of staff development activities.

18. Evaluate instructors, assistant principal, counselor, and student activities managers.

**Administration and Fiscal/Facilities Management**

19. Assume responsibility for implementing policies and procedures.

20. Make regular and thorough inspections of the school property and direct the assignment of classified personnel within the school.

21. Submit annual requisitions for any supplies and equipment needed for the next school year.

22. Keep the President informed of school conditions and needs, personnel matters, and student concerns.

**Student Management**

23. Establish and maintain a standard of conduct that is supportive of the instructional program.

24. Provide for the close supervision of extracurricular activities.

**School/Community Relations**

25. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding of and solicit support for overall school objectives and programs.

**Professional Growth and Development**

26. Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional personnel.

27. Attend professional development activities.

28. Promote professional improvement.

**Additional Responsibilities**

29. Oversee the athletic and fine arts programs on campus.

30. Coordinate school involvement in terms of curriculum, counseling services, and support areas.

31. Communicate the educational efforts and successes to the board of trustees.

32. Manage the disciplinary functions to maintain an optimal level of learning within the school.

**Supervisory Responsibilities**

Supervise and evaluate the performance of teachers.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional travel.