**Options Principal**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Academic Officer

**Dept/Campus:** Options **Paygrade:** Pro-5

**Wage/Hour Status:** Exempt **Date Revised:** July 2020

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

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.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree in educational administration

Texas principal or other appropriate Texas certificate

Certified Texas Teacher Support And Evaluation System (T-TESS) appraiser

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to coordinate campus functions

Ability to implement policy and procedures

Ability to interpret data

Strong organizational, communication, public relations, and interpersonal skills

Calm and patient demeanor with students and others

**Experience:**

Two years experience as a classroom teacher

Two years of experience in instructional leadership roles

**EVALUATION:**

Principals employed by this district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

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.
2. Work with staff to plan, implement, and evaluate the District curriculum on a systematic basis; include students and community representatives (when appropriate).
3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
5. Provide for two-way communication with superintendent, assistant superintendents, central office personnel, staff, students, parents, and community.
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.
8. Identify and develop a common vision with staff for school improvement; implement program improvement initiatives collaboratively 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. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members.
11. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator.
12. Interview and select all assigned campus personnel by utilizing the District approved personnel process.
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.
15. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
16. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
17. Comply with district policies as well as state and Fiscal/Facilities federal laws and regulations affecting the schools.
18. 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.
19. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
20. Direct and manage extracurricular and intramural programs including management of multiple activity funds.
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.
22. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
23. Conduct conferences with parents, students, and teachers concerning school and student issues.
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 Texas Education Agency code of ethics.
27. Work in a supportive and collaborative fashion with district personnel.
28. Articulate a positive image of the school district and school district personnel.
29. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
30. Use appropriate and effective techniques for community and parent involvement.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of assistant principal(s), teacher(s), counselor(s), librarian(s), and support staff.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

Occasional district and statewide travel; frequent prolonged and irregular hours; ability to lift and carry 50lb

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facility. Duties also include moderate standing, stooping, bending, lifting/transport of up to 50lbs and the ability to work with frequent interruptions. Occasional district wide and statewide travel; Frequent prolonged and irregular hours;

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date