

## Job Description

<b>Position Title:</b>	Principal		
<b>Location:</b>	Imelda Davis Early College High School (ECHS)		
<b>Reports to:</b>	Deputy Superintendent		
<b>Work Schedule:</b>	12 Month, 234 Days	<b>Employment Type/FLSA Classification:</b>	Full Time/Exempt
<b>Funding Source:</b>	This position may be grant-funded. Employment may be contingent upon the availability of funds.		

### **Primary Role and Purpose**

The School Principal is responsible for the overall administration of the school instructional programs and school campus level operations. The primary function is to establish and monitor an environment that promotes high expectations to meet the school district’s mission, goals, and objectives.

### **Minimum Qualifications:**

- Bachelor’s Degree from an accredited college or university
- Valid Texas Standard Principal or Mid-Management Certificate/Principal Certification or ability to obtain prior to the start of the contract year
- Current certification in, or ability to obtain, Advancing Educational Leadership (AEL) ((or Instructional Leadership Development (ILD) prior to 2017)) and Texas Teacher Evaluation & Support System, which allows a candidate to serve as a Texas appraiser of certified school-based staff
- Texas Certified Teacher
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50) paid by the employee

### **Preferred Qualifications:**

- Master’s Degree preferred
- 10 years of relevant experience
- 2+ years of progressive leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams.

### **Experience**

- Minimum of 3 years teaching experience preferred
- Minimum of 2 years supervising elementary or middle school

### **Skills:**

- Knowledge of goal setting, curriculum, school organization, staffing and budget
- Knowledge of school policies and procedures, TEA regulations, and school law
- Exceptional organizational, communication, and interpersonal skills
- Ability to demonstrate human relations skills and ability to work collaboratively
- Ability to allocate resources efficiently and effectively
- Ability to problem-solve and think critically
- Ability to articulate a sense of academic urgency to stakeholders

## **Responsibilities and Duties**

- Demonstrates knowledge of school policies, TEA regulations, and school law
- District Textbook Coordinator
- The following standards serve as the foundation related to Learner-Centered competencies including:
  - Demonstrate Values and Ethics of Leadership
  - Demonstrate Instructional Leadership, Management, and Campus Culture
  - Demonstrate Communications and Community Relations
  - Demonstrate Organizational Leadership and Management
  - Facilitate Curriculum Planning and Development
- Directs the organization, management, and daily operations of the middle school campus
- Supervises and evaluates school's professional, administrative, and support staff
- Ensures compliance with federal and state laws, State Board of Education rules, and board policies
- Prepares and approves campus expenditures and monitors budget according to Board and TEA policies
- Develops and implements data systems to track progress on the school campus, performance objectives, and academic excellence indicators
- Assumes roles and responsibilities of campus testing coordinator
- Establishes and maintains a program of discipline that is supportive of the instructional program
- Conducts conferences to inform parents about student and school issues
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required for the campus, i.e., accurate and timely reports of maximum attendance to requisition textbooks
- Establishes and maintains positive relationships with members of the community and ensure their continued involvement and support
- Demonstrates professional, ethical, and responsible behavior
- Serves as a role model for all campus staff
- Keeps up-to-date on and abides by state and charter regulations
- Actively participates in faculty meetings and assists in staff committees
- Must be punctual and maintain an excellent attendance record
- Extended hours may be required
- Coordinates and manages extracurricular duties as assigned
- Be a member of at least one campus/district level committee
- Acts as Chair for at least one campus-level committee
- Attends Parent and Teacher Organization (PTO) and Board meetings
- Maintains control in stressful situations
- Some lifting may be required

## **Communication**

- Creates and maintains a professional relationship with colleagues, support staff, students, parents, and community members
- Presents information accurately through clear communication skills

## **Professional Growth and Development**

- Enriches job skills through professional development activities
- Maintains Professional Certifications
- Adheres to ethical standards and best practices

Physical condition and mental health necessary to maintain a rigorous work schedule. To perform this job successfully an individual must be able to perform each essential function satisfactorily.

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.