

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Principal, High School

Wage/Hour Status: Exempt

Reports to: Executive Director of School Leadership

Admin/Prof Pay Grade: 108 (226 Days)

Dept./School: High School Principal

Date Revised: 08/25/2021

Primary Purpose:

To serve as a chief administrator of a school in developing and implementing policies, programs, curriculum and budgets, in a manner that promotes the educational development of each student and the professional development of each staff member.

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
Bilingual, preferred

Experience:

Five years experience as a classroom teacher
Three years experience in campus administrative leadership roles

Major Responsibilities and Duties:

Instructional Management

1. Plans and implements instructional improvement.
2. Works with staff to identify and prioritize the curriculum on a systematic basis; includes students and community representatives, when appropriate.
3. Develop with staff the mission and campus plan of action based on identified needs and program priorities.
4. Systematically and continuously monitors the campus plan of action to ensure that program activities are related to program goals.
5. Works with staff to plan, implement, and evaluate the curriculum on a systematic basis; includes students and community representatives (when appropriate).
6. Ensures that curriculum renewal is continuous and responsive to student needs. Develops master schedule.

7. Evaluates and recommends improvement in the purpose, design, and implementation of the instructional program, as well as other support programs related to the mission of the school.
8. Uses developmental supervision effectively and comprehensively with all staff.

School or Organization Morale

9. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
10. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
11. Establishes and maintains an environment, which is conducive to positive staff morale and directed toward achievement of the school's mission.
12. Fosters collegiality and team building among staff, encouraging their active involvement in the decision process.
13. Communicates effectively with students, staff, parents, and community.
14. Facilitates effective and timely resolution of conflicts.

School or Organization Improvement

15. Develop and set annual campus performance objectives based on the Texas Accountability Rating System using the campus planning process and site-based decision-making committee.
16. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each area in the Texas Accountability Rating System.
17. Assesses the school climate and uses resultant data to develop improvement plans in collaboration with others.
18. Systematically and continuously, monitor the CCMR status of the campus and create systems to increase CCMR participation.
19. Has a clear sense of the school's mission; actively involves the staff in planning and decision-making in order to accomplish the mission.
20. Initiates and supports programs and actions that facilitate a positive, caring climate for learning in an orderly, purposeful environment. Determines and builds a common vision with staff for school improvement; directs planning activities and implements programs collaboratively with staff to ensure attainment of school's mission.
21. Identifies, analyzes, and applies research findings to facilitate school improvement.

Personnel Management

22. Is effective in interviewing, selecting, and orienting new staff; makes sound recommendations relative to personnel placement, transfer, retention, and dismissal.
23. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
24. Observe and document employee performance, utilize T-TESS and walk-throughs, record observations, and conduct evaluation conferences with all staff.

25. Work with campus-level planning and decision-making committees to plan professional development activities.
26. Uses the evaluation systems appropriately and ensure that evaluations clearly and accurately represent staff performance.
27. Confers with staff members regarding their professional growth and leadership skills; works jointly with them to develop and accomplish improvement goals.
28. Identifies, provides, and/or encourages participation in available professional development opportunities to address the goals identified through the growth process.
29. Clearly defines expectations for staff performance regarding instructional strategies, classroom management, and communications with the public.

Management of Fiscal, Administrative, and Facilities Functions

30. Comply with district policies, state, federal laws, and regulations affecting the schools.
31. Allocates personnel and fiscal resources to achieve a specific objective. Develops budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implements programs with budget limits; maintains fiscal control; accurately reports fiscal information.
32. Direct staff and the SBDM committee to develop, monitor and evaluate the Campus Improvement Plan (CIP) each year
33. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
34. Oversee the campus transcript auditing process.
35. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
36. Direct and manage extracurricular and intramural programs including management of multiple activity funds.
37. Identify and assign administrators to supervise extra-curricular activities.
38. Monitors the purchase, use, care, and replacement of materials and capital equipment.
39. Maintains documentation for expenditures that provide an audit trail for accountability.

Student Management

40. Works with faculty and encourages student input in developing a student discipline management system that results in positive student behavior, student self-discipline, and the enhancement of all school climate.
41. Effectively develops and communicates to students, staff, and parents the school guidelines for student conduct.
42. Ensures that school rules are uniformly observed and that consequences of misconduct are applied equitably of all students in accordance with the Student Code of Conduct
43. Effectively conducts conferences with parents, students, and teachers concerning both the positive aspects of student behavior as well as problem areas.
44. Works with staff, parents, and students to evaluate and improve the effectiveness of the school's Behavior Management Plan.

45. Monitor the effective utilization of the Multi-Tiered Student Support System (MTSS) for both academic and behavioral progress. Oversee the training for staff in the MTSS process.

Professional Growth and Development

46. Uses information provided through the District appraisal process to improve performance.
47. Strives to improve leadership skills through self-initiated professional development activities.
48. Participates in professional development programs, which lead to improved job performance.
49. Provides leadership in addressing the challenges facing the profession; disseminates ideas and information to other professionals, stays actively involved in professional associations, and makes professional presentations at conferences.
50. Performs duties in a professional, ethical and responsible manner as defined in the TEA Code of Ethics for Educators; serves as a role model for all campus staff.
51. Demonstrates and elicits trust and respect from others, recognizes and respects the knowledge, experience, and values of others and demonstrates and secures the confidence of others.

School or Community Relations

52. Articulate the school's mission to the community and solicit its support in realizing the mission.
53. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
54. Use appropriate and effective techniques to encourage community and parent involvement.
55. Projects a positive image to the community.

Other

56. Oversees the campus PEIMS process.
57. Follow district safety protocols and emergency procedures.
58. Performs other tasks and assumes such responsibilities as related to the position and assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), instructional aides, and clerical support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Occasional districtwide 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 and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____