



Principal Job Description

Job Title: Principal

Reports to: Superintendent/Assistant Superintendents

Dept./School: Campus as assigned

Role Mission:

Texas School District Principals are instructional leaders who coach and develop teachers and lead team members at their school to achieve ambitious goals with students. Principals are focused on excellence and continuous improvement and expect and support these values in their staff and students.

Principals 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 district policies, success of instructional programs, and operation of all campus activities.

Performance Expectations:

Student Achievement Metrics:

- 90% at Level II/30% at Level III on STAAR/EOC exams. Junior Class ACT Average Score of 21
- 90% of Pre-K-2nd students are on/above grade level in reading, language, and math DI (all campuses).
- 85% of 1st-2nd students are on/above grade level in reading, language, and math Direct Instruction
- Ensure that 50% of Texas High School seniors are accepted to Tier I/II colleges or universities
- 25% of Texas High School alumni graduate from college in 4 years; 55% of Texas High alumni graduate from college in 6 years

Student Growth Metrics:

- 100% of schools will achieve Index 2 scores of 60 for Academies and 50 for College Preps for STAAR/EOC.
- 50% of all students in Literacy Intervention grow two or more years in Reading and Math.

Operations Metrics:

- School attains 97.5% Average Daily Attendance.
- 90% of students persist within the Texas School District system year-to-year, no appeals



- 100% of campuses meet enrollment target by close of business Friday of first week of school. Manage healthy adult and student school culture, resulting in positive organizational health results, employee retention, student persistence, and family feedback (assessed informally).
- Develop school leadership team members into transformational individuals who can lead their campus

Staff Retention Metrics:

- All staff retention goal of 85%
- Teacher retention goal of 85%
- Meet staff hiring goals and timelines
- Ensure high-quality talent review process at least twice per year for teachers and for leaders

Talent Development Metrics:

- Measure Teacher development, aligned to the Texas School District rubric, and show growth for 100% of teachers.
- Utilize the Talent Review process to develop school talent
- Engage in 100% of the three rounds of Staff Development Cycle for each staff member

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

School or Organization Morale

3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
5. Provide for two-way communication with superintendent, staff, students, parents, and community.
6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
7. Ensure the effective and quick resolution of conflicts.

School or Organization Improvement

8. Build common vision for school improvement with staff. Direct planning activities and put programs in place 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. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.
11. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.

Personnel Management

12. Interview, select, and orient new staff. Approve all personnel assigned to campus.
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluation conferences with staff.
15. Assign and promote campus personnel.
16. Make recommendations to superintendent on termination, suspension, or nonrenewal of employees assigned to campus.

17. Work with campus-level planning and decision-making committees to plan professional development activities.
18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Management of Fiscal, Administrative, and Facilities Functions

19. Comply with district policies and state and federal laws and regulations affecting the schools.
20. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
21. 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.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds.]

Student Management

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
25. Conduct conferences about student and school issues with parents, students, and teachers.

Professional Growth and Development

26. Develop professional skills appropriate to job assignment.
27. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

School or Community Relations



- 28. Articulate the school's mission to the community and solicit its support in realizing the mission.
- 29. Demonstrate awareness of school and community needs and initiate activities to meet those needs.
- 30. Use appropriate and effective techniques to encourage community and parent involvement.
- 31. Other duties as 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, clerical support staff, and custodians.

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.

Approved by _____ Date _____

Reviewed by _____

