

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

JOB TITLE: Principal – PBL Academy
Grades 9-12

WAGE/HOUR STATUS: Exempt

REPORTS TO: Executive Director of Secondary
Campus Services

PAY GRADE: 882

DEPT./SCHOOL: Campus

DATE REVISED: 1/13/12

PRIMARY PURPOSE:

Direct and manage the instructional program and supervise operations at the 9-12 PBL Academy. Provide instructional leadership to ensure high standards of student learning and engagement. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

QUALIFICATIONS:

Prerequisite:

Internal Candidates:

- Current principals in Plano ISD are eligible to apply for this position.

External Candidates:

- Current and former principals in districts other than Plano ISD may apply for this position.

Education/Certification:

Master's Degree in educational administration or applicable content area

Certification: Mid-management or Principal certification (must hold a valid Texas certification or be working toward a valid Texas certification)

Special Knowledge/Skills:

Working knowledge of curriculum, instruction and technology integration

Ability to evaluate instructional program and teaching effectiveness

Strong communications, public relations, and interpersonal skills

Willingness to execute written employment contract with Plano ISD

Experience:

Three years experience as a classroom teacher

Two years experience as a principal

MAJOR RESPONSIBILITIES AND DUTIES:

Attend professional learning events to deepen understanding of PBL.

Actively promote new, and nurture existing partnerships with academy sponsors.

Evaluate program effectiveness through a variety of perspectives including student relevance, time required, teacher involvement, accessibility of resources (i.e. travel for internships and mentorships), replicability at comprehensive high school campuses.

Collaborate with the secondary academic services department to identify and hire staff members with the appropriate background and knowledge to function effectively in this PBL environment.

Serve as a district ambassador to provide professional learning that promotes knowledge and understanding of the PBL process and the vision of the PISD Academy.

Direct school resources and/or one's professional efforts to address the most pressing student needs, including intellectual, aesthetic, physical, social, vocational, emotional, and affective needs.

Direct assigned school services to provide for all students equitably.

Promote and support efforts to help each child develop a sense of self-worth and ensure that each student is learning to his/her fullest potential.

Facilitate administrator, teacher, and parent cooperation to enhance student learning.

Monitor instructional and managerial processes systematically and continuously to ensure that program activities are keyed to producing desired program outcomes and to meet the needs of all students.

Encourage and support development of innovative instructional programs.

Manage appropriate time, resources, and materials to support staff in accomplishing educational goals.

Assist teachers with implementation of effective teaching strategies and classroom management.

Promote a stimulating, caring climate for learning.

Meet and plan regularly with the entire staff to strengthen instructional program and

implement policies and procedures.

Assist teachers with the interpretation and application of assessment data to ensure student mastery of the essential elements.

Ensure that team planning and team teaching are effective, appropriate components of the learning program.

Foster collegiality and team building among staff; encourage their active involvement in the decision process.

Deal consistently and equitably with all personnel.

Develop and maintain positive staff morale.

Anticipate, manage, and resolve conflict effectively and in a timely manner.

Work to establish a feeling of pride and school spirit among students, staff, and community.

Collaborate, clarify, and pursue the development of the campus mission statement and articulate goals directed towards campus performance objectives involving staff, parents, and community members.

Focus the campus toward accomplishing the district's mission and goals.

Utilize appropriate information systems and records necessary for attainment of campus performance objectives.

Identify and analyze potential risks involved in program modification.

Identify, analyze, and apply research findings (e.g., district performance data and effective school correlates) to facilitate school improvement.

Use the district approved evaluation processes and procedures appropriately and in a timely manner.

Use developmental supervision effectively and comprehensively.

Define, delegate, and communicate duties, responsibilities, and functions effectively and within district guidelines.

Comply with applicable personnel procedures, policies, statutes, and rules (e.g., EEO, Title IX, Fair Labor Standards Act).

Communicate to all staff the review and revision of personnel policies, rules, and regulations.

Interview, select, and orient new staff effectively and in accordance with applicable personnel procedures, policies, statutes, and rules.

Make educationally and legally sound recommendations relative to personnel placement, transfer, retention, and dismissal.

Schedule activities effectively and manage resources needed to accomplish goals.

Comply with policies established by federal and state law, State Board of Education rule, and the local administrative/board policy on assigned campus.

Help ensure that all facilities are kept in good repair, and provide for a safe, orderly, and positive learning environment.

Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement programs within budget limits; maintain fiscal and inventory control; accurately report fiscal information.

Ensure the solution to problems and coordinate services for all auxiliary functions (e.g., transportation, food services, and maintenance).

Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate; communicate the student management system to students, staff, and parents.

Convey to students appreciation for and recognition of individual diversity, worth, and accomplishments.

Ensure that school rules are observed uniformly and that consequences of misconduct are applied equitably to all students.

Conduct conferences with parents, students, and teachers concerning vital issues.

Observe federal/state/district laws and policies in order to provide a safe, orderly, supportive, and excellent learning environment.

Use information and insights provided through student performance data, campus and district surveys, the district appraisal processes, evaluative feedback from supervisor, and professional development programs and professional organizations to improve performance.

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisors.

Follow attendance policy as assigned by supervisor.

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Perform other functions that may be assigned by the Administration and/or supervisor.

Demonstrate behavior that is professional, ethical, and responsible as reflected by generally accepted community standards and Texas Education Agency code of ethics.

Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession.

Communicate clearly the district's needs and programs to the parents and the community and respond to their concerns in a timely manner.

Demonstrate visibility to parents, teachers and students during school day, before and after school, and at co-curricular activities.

Demonstrate an awareness of school-community needs and initiate activities to meet those identified needs.

Demonstrate the use of appropriate and effective techniques for community and parent involvement.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of all employees assigned to the building.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting up to 50 pounds. Prolonged use of computer and repetitive hand motions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by

Date

Reviewed by

Date
