

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Principal	Wage/Hour Status:	Exempt
	<ul style="list-style-type: none">• Early Childhood School• Elementary• Middle School• Special Programs	Pay Range:	880 880 880 880
	<ul style="list-style-type: none">• Academy High School• High School	Pay Range:	882 882
	<ul style="list-style-type: none">• Senior High School	Pay Range:	890
Reports To:	Executive Director for Secondary or Elementary Administration		
Dept./School	Assigned Campus	Date Revised:	11/08/19

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 education administration (required)

Mid-management or Principal Certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Strong communications, public relations and interpersonal skills

Experience:

Three years of experience as a classroom teacher

Three years of experience in a campus leadership role (Assistant Principal and/or Principal)

Major Responsibilities and Duties:

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

Job Title: Principal

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 principal, 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 positive and caring climate for learning

Meet and plan regularly with the entire staff, individual teams, departments and team leaders 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

Develop and monitor processes to support student learning of behavioral expectations and that promote social and emotional growth of students.

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

Job Title: Principal

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 and Fair Labor Standards Act)

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

Involve staff in the development of training options and/or improvement plans to ensure the best operation of each campus

Encourage and recognize personal and professional growth and leadership among the staff

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 the 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

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

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

Follow attendance policy as assigned by supervisor

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

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 including: assistant principal(s), teachers, counselor(s), librarian(s), nurse(s), special education support staff and other support staff

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 district wide 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

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11-08-19

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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____