

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Principal Virtual Academy	Wage/Hour Status:	Exempt
Reports To:	Executive Director for School Leadership and Innovation	Pay Range:	880
Dept./School:	Virtual Academy	Date Revised:	05/13/2021

Primary Purpose:

Direct and manage the instructional program and supervise operations at the Plano ISD Virtual Academy. Provide instructional leadership to ensure high standards of virtual student learning and engagement. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

Qualifications:

Education/Certification:

Master's Degree in educational administration or applicable content area

Certification: Mid-management or Principal certification

Special Knowledge/Skills:

Working knowledge of curriculum and instructional best practices for online learning

Ability to evaluate virtual instructional program and teaching effectiveness

Strong communications, public relations, and interpersonal skills

Strong knowledge of Internet and web-related technology

Ability to develop relationships and maintain consistent contact with students, parents, and colleagues

Experience:

Three years of experience as a classroom teacher

Three years of experience as a campus administrator

Major Responsibilities and Duties:

Utilize best practice frameworks to lead virtual learning (ISTE standards, SAMR framework, etc.)

Attend professional learning events to deepen understanding of virtual learning

Evaluate program effectiveness through a variety of perspectives including student relevance, time required, teacher involvement, accessibility of resources

Collaborate with the academic services department to identify and hire staff members with the appropriate background and knowledge to function effectively in the virtual environment

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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 their fullest potential

Facilitate administrator, teacher, and parent cooperation to enhance virtual 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 virtual teaching strategies and classroom management

Promote a stimulating, caring climate for online 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

Interact consistently and equitably with all personnel

Develop and maintain positive staff morale

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

Focus toward accomplishing the district's mission and goals

Utilize appropriate information systems and records necessary for attainment of 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, statues, and rules (EEO, Title IX, Fair Labor Standards Act)

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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

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

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

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 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

Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents

Communicate with students or parents on a regular basis via phone or video conference, email, or district approved website

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Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members

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

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 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.

Acknowledgement:

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:** 04/29/2021

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:** _____