

**PLANO INDEPENDENT SCHOOL DISTRICT**

**Job Description**

<b>Job Title:</b>	Principal Early Childhood Principal Elementary (K-5) Principal Middle School (6-8)	<b>Wage/Hour Status:</b>	Exempt
<b>Report To:</b>	Executive Director for School Leadership and Innovation	<b>Pay Range:</b>	880
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	11/4/2021

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**Primary Purpose:**

Direct and manage overall campus operations. Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instructional programs, and effective operation of all campus activities.

**Qualifications:**

**Education/Certification:**

Master’s Degree in Education  
Valid Texas teaching certificate with Mid-Management Certification or Principal Certification  
Eligible to be a certified appraiser for the Texas Teacher Evaluation and Support System (T-TESS) or other approved evaluation system

**Special Knowledge/Skills:**

Ability to evaluate instructional program and teaching effectiveness  
Thorough understanding of school operations  
Ability to interpret data  
Ability to implement policy and procedures  
Ability to manage budget and personnel  
Excellent organizational, communication, public relations, and interpersonal skills

**Experience:**

Minimum three years experience as a classroom teacher  
Minimum three years experience as an assistant principal

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Instructional Management**

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
2. Provide instructional resources and materials needed to accomplish instructional goals.
3. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Assist teachers with the interpretation and application of assessment data to ensure student mastery of the essential elements
5. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
6. Design and deliver appropriate professional development for staff

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7. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

**School or Organization Improvement**

8. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.
9. Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision making committee. Demonstrate campus progress using results to promote school improvement.
10. Provide opportunities for interactive communication with superintendent, staff, students, parents, and community.

**Student Management**

11. Act as campus behavioral coordinator in accordance with state laws and regulations.
12. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
13. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
14. Conduct conferences about student and school issues with parents, students, and teachers.
15. Assist in supervision of students to ensure the safety of all.

**Management of Fiscal, Administrative, and Facilities Functions**

16. Comply with district policies, state and federal laws, and regulations affecting schools.
17. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
18. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
19. Manage use of school facilities. Oversee 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.

**Personnel Management**

20. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Serve as second appraiser as needed for designated teacher appraisal system.
21. Observe employee performance, record observations, and conduct evaluation conferences with staff.
22. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
23. Work with campus-level planning and decision-making committees to plan professional development activities.
24. Deal consistently and equitably with all personnel
25. Anticipate, manage, and resolve conflict effectively and in a timely manner
26. Comply with applicable personnel procedures, policies, statues, and rules (e.g., EEO, Title IX, Fair Labor Standards Act)

**School or Community Relations**

27. Articulate the school's mission to the community and solicit its support in realizing the mission.
28. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.
29. Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the district and the larger community.
30. Demonstrate the cultural competency (i.e. knowledge, skills, and ability) to effectively respond to the diverse needs of students, staff, community and district from all cultures.
31. Demonstrate visibility to parents, teachers and students during school day, before and after school, and at co-curricular activities
32. Assist with coordination and supervision of special programs/activities.

**Other**

33. Follow district safety protocols and emergency procedures. Cooperate in the conducting of safety inspections and safety drill practice activities.
34. Participate in required professional development and pursue leadership opportunities that will enhance decision making, strengthen communication and interpersonal skills.
35. Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession
36. Seek and use evaluative feedback from peers and administrators about his or her job performance.

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- 37. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff.
- 38. Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor.
- 39. Follow attendance policy as assigned by supervisor.
- 40. Perform other functions that may be assigned by the Administration and/or supervisor.

**Supervisory Responsibilities:**

Supervise, evaluate and direct the work of staff as assigned.

**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:** 11/4/21

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:** \_\_\_\_\_