

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Principal Senior High	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Executive Director Secondary Administration	<b>Pay Range:</b>	890
<b>Dept./School:</b>	Assigned Senior High School	<b>Date Revised:</b>	1/19/2024

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**Primary Purpose:**

Lead and effectively manage the instructional and extracurricular programs to maximize student and staff outcomes. Lead and supervise operations and personnel. Build and maintain a positive and inclusive school culture for students, families, and staff.

**Qualifications:**

**Education/Certification:**

Master's Degree in educational administration

Certification: Mid-management or Principal certification

Certification: T-TESS

Certification: T-PESS

**Special Knowledge/Skills:**

College Career Military Readiness (CCMR)

Career and Technical Education (CTE)

Dual credit and advanced courses

Knowledge of counseling services, high school credits, course sequence, and graduation requirements

Knowledge of student programs of study/pathways

Knowledge of FAFSA and TAFSA, SAT, ACT, and college entry requirements

Knowledge of curriculum, scope and sequence

Ability to evaluate and improve instructional program including teacher effectiveness

Knowledge of Multi-tiered System of Supports (MTSS)

Ability to evaluate and improve extracurricular programs, participation of students, quality of programs

Ability to systematically build the leadership capacity of assistant principals, leadership team members

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High Reliability Schools (HRS)

Knowledge of effective and efficient high school master scheduling

Strong interpersonal, public relations, and communication skills with all stakeholders

Strong organizational skills

Ability to meet multiple deadlines frequently throughout the school year

Ability to effectively manage high pressure situations

Knowledge of best practices for safety of staff and students

Knowledge of school district policy, procedures, and guidelines

Bilingual (Preferred)

**Preferred Experience:**

Three years of successful experience as a classroom teacher

Three years of successful experience as an assistant principal

Two years of successful experience as a principal (Required)

Successful experience as a high school principal (Preferred)

Experience with aligning and expanding College Career, and Military Readiness (CCMR)

Experience with diverse populations

**Major Responsibilities and Duties:**

Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary

Provide instructional resources and materials needed to accomplish instructional goals

Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public

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

Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

Design and deliver appropriate professional development for staff

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

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### **School or Organization Improvement**

Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of the school's mission

Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision-making committees. Demonstrate campus progress using results to promote school improvement

Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community

### **Student Management**

Act as campus behavior coordinator in accordance with state laws and regulations

Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate

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

Conduct conferences about student and school issues with parents, students, and teachers

Assist in supervision of students to ensure the safety of all

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

Comply with district policies, state and federal laws, and regulations affecting schools

Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely

Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks

Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.

Direct and manage extracurricular and intramural programs including management of multiple activity funds

### **Personnel Management**

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.

Observe employee performance, record observations, and conduct evaluation conferences with staff

Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals

Work with campus-level planning and decision-making committees to plan professional development activities

Interact consistently and equitably with all personnel

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

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

**School or Community Relations**

Articulate the school's mission to the community and solicit its support in realizing the mission

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

Participate in community activities (to the extent possible and appropriate) that foster rapport and mutual respect between the district and the larger community

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

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

Assist with coordination and supervision of special programs/activities.

**Other**

Follow district safety protocols and emergency procedures. Cooperate in the conducting of safety inspections and safety drill practice activities

Participate in required professional development and pursue leadership opportunities that will enhance decision making, strengthen communication and interpersonal skills

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

Seek and use evaluative feedback from peers and administrators about his or her job performance

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff

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

Follow attendance policy as assigned by the supervisor

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:**

Frequent outside supervision, events, and activities. All types of weather. Significant time indoors.

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**Mental Demands:**

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

**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

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**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:** 1/19/2024

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:**