

CAMPUS PRINCIPAL

Job-Type: Full time **Fund:** 420
Reports to: Superintendent and Assistant Superintendent of Academics
Wage/Hour Status: Exempt
Duty Days Assigned: 226

Job Goal:

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities.

Qualifications:

Education/Certification:

- Valid Texas principal certificate required
- Certified in State Appraisal System
- Three years' experience as a classroom teacher

Skill Requirements:

- Ability to apply knowledge of current education and instructional theories, methodologies, techniques, and principles, knowledge of subject matter, and knowledge of State, Local, and Federal laws and regulations affecting the lives and education of students.
- An understanding of child and adolescent development. Incumbent must have the skills to manage student behavior.
- Ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback.
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to interpret policy, procedures, and data-strong organizational, communication, public relations, and interpersonal skills
- Ability to implement effective leadership skills to build teacher capacity

Performance Responsibilities:

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Regularly consult the campus-level committee about planning, operations, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process,
- Provide for two-way communication with superintendent, staff, students, parents, and community.
- Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
- Ensure the effective and quick resolution of conflicts.
- Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school's mission.
- Identify, analyze, and apply research findings (e.g. effective school correlates) to promote school improvement.
- Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.
- Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.
- Interview, recommend, and orient new staff.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Make recommendations to superintendent on termination, suspension, or no-return of employees assigned to campus.
- Work with campus-level planning and decision-making committees to plan campus professional development activities.
- Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
- Comply with district policies and state and federal laws and regulations affecting the charter schools.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance.
- Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
- Direct and manage extracurricular and intramural programs.
- 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 observed 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.
- 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.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Develop professional skills appropriate to job assignment.

- Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
- Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), dean(s), teacher(s), counselor(s), librarian(s), aides, clerical and support staff
- Maintain confidentiality.
- Perform other duties assigned by supervisor.

Physical Effort and Work Environment:

- Maintain emotional control under stress.
- Ability to think clearly in stressful situations and a high stress tolerance required, high physical stamina necessary and extended amount of walking necessary.
- Occasional districtwide and statewide travel;
- Frequent prolonged and irregular hours.
- Some movement throughout the classroom may be necessary (e.g., standing, walking, stooping, bending, sitting, and/or kneeling).
- Light lifting of materials and other objects associated with a classroom and/or office environment is required (e.g., books, teaching aids, up to approximately 10 – 25 lbs.).
- This position may involve rare exposure to blood or body fluids.
- Regular attendance is required for this position.

Personal Work Relationships:

- Candidate receives district administrative supervision and is typically evaluated formally one time per year.
- Candidate has significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students.
- Candidate will also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies.

Benefits:

- Salary (district salary schedule plus stipends for extra duties)
- Health Insurance, including major medical, dental, vision, and life.
- TRS retirement pension benefits

Additional Information:

This job description is not an employment agreement or contract. Priority Charter Schools has the exclusive right to alter this job description at any time without notice.

This position is exempt from the Fair Labor Standards Act (FLSA). The faculty hours are 7:30 a.m. to 4:00 p.m., however, the principal will work an extended schedule, including weekends and evenings according to demands of the role and tasks.

In accordance with applicable laws and Priority Charter Schools policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other

personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

All new employees must present proof of identity and eligibility to work in the United States.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Accepted by: _____ Date: _____