

PROPOSED REVISIONS

PRINCIPAL QUALIFICATIONS

In addition to the minimal certification requirement, the principal shall have at least:

1. Working knowledge of curriculum and instruction;
2. The ability to evaluate instructional program and teaching effectiveness;
3. The ability to manage budget and personnel and coordinate campus functions;
4. The ability to explain policy, procedures, and data;
5. Strong communications, public relations, and interpersonal skills;
6. Three years' experience as a classroom teacher;
7. Prior experience in instructional leadership roles; and
8. Other qualifications deemed necessary by the Board.

~~The qualifications, job goals, and duties of elementary, middle, and high school principals shall be as described below.~~

ELEMENTARY SCHOOL PRINCIPAL QUALIFICATIONS

~~The elementary school principal shall have the following qualifications:~~

- ~~1. Master's degree;~~
- ~~2. Valid Texas midmanagement, administrative, or principal's certificate;~~
- ~~3. Three years of related administrative experience in education to include at least two years assistant principal experience (for a person who has not previously served as a principal);~~
- ~~4. Leadership ability in working with teachers and students in instructional and managerial administration;~~
- ~~5. Working knowledge of curriculum and instruction;~~
- ~~6. The ability to evaluate instructional program and teaching effectiveness;~~
- ~~7. The ability to manage budget and personnel and coordinate campus functions;~~
- ~~8. The ability to explain policy, procedures, and data;~~
- ~~9. Strong communications, public relations, and interpersonal skills;~~

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	<p>10.— Three years' experience as a classroom teacher, preferably at the elementary school level; and</p> <p>11.— Other qualifications deemed necessary by the Board.</p>
JOB GOAL	<p>The elementary school principal's job goal shall be to provide effective administration and discipline in the implementation, maintenance, and improvement of the instructional program.</p>
DUTIES	<p>The elementary school principal shall:</p>
INSTRUCTIONAL MANAGEMENT	<p>1.— Maintain the organization and management of the school program.</p> <p>2.— Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences.</p> <p>3.— Prepare a master schedule that is in compliance with accreditation standards and other applicable guidelines.</p> <p>4.— Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.</p> <p>5.— Act as the chairperson of the ARD committee or designate an administratively qualified representative who is professionally qualified to facilitate the committee work.</p> <p>6.— Supervise the administration of state-mandated or Districtwide testing programs and evaluate the results to determine weaknesses and strengths in the school instructional programs and curriculum.</p>
SCHOOL/ ORGANIZATIONAL CLIMATE	<p>7.— Establish and maintain communication with personnel and students to foster a productive school climate.</p> <p>8.— Inform the appropriate division superintendent for schools promptly of all cases of extreme danger or disaster where it would be necessary to set aside any Board policy.</p>
SCHOOL/ ORGANIZATIONAL IMPROVEMENT	<p>9.— Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.</p> <p>10.— Utilize District and community resources in developing the most effective educational program.</p>
PERSONNEL MANAGEMENT	<p>11.— Determine staff assignments according to campus needs.</p> <p>12.— Interview, select, and orient new staff and approve assignment of campus personnel. [See DC, DK]</p>

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- ~~13. Supervise and coordinate the activities of the school staff.~~
- ~~14. Identify those aspects of the teacher's instructional program in need of improvement and suggest alternative avenues of improvement.~~
- ~~15. Maintain adequate and accurate documentation upon which recommendations for job termination are based.~~
- ~~16. Evaluate teachers, assistant principals, counselors, nurses, at-risk coordinators, and non-certified staff. [See DN series]~~
- ~~17. Make recommendations relative to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal. [See DK]~~
- ~~18. Involve campus staff in the planning of staff development activities. [See DMA and BQ series]~~
- ~~19. Assume responsibility for implementing TEA's requirements and the Board's policies and directives.~~
- ~~20. Manage facility functions effectively.~~
- ~~21. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.~~
- ~~22. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.~~
- ~~23. Establish and maintain an accurate account system for all textbooks issued to the staff and students.~~
- ~~24. Inform the Superintendent regarding conditions and needs of the instructional program, personnel matters, student accomplishments, and concerns through the established organizational channels.~~
- ~~25. Maintain accurate records and make such reports as required by TEA or as requested by the Superintendent or Board.~~
- ~~26. Assume responsibility for the proper maintenance of the campus financial accounts in accordance with administrative policies. These accounts include, but are not limited to, receipts, disbursements, donations, and fund-raising activities.~~
- ~~27. Function as the attendance officer of the school.~~
- ~~28. Develop, promote, and/or communicate a student management system that results in positive student behavior.~~

ADMINISTRATION
AND FISCAL/
FACILITIES
MANAGEMENT

STUDENT
MANAGEMENT

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| | 29. Provide for the close supervision of extracurricular activities. |
| PROFESSIONAL
GROWTH AND
DEVELOPMENT | 30. Promote professional growth that meets the needs of professional and auxiliary personnel. |
| | 31. Improve leadership skills through professional development activities. |
| ADDITIONAL
RESPONSIBILITIES | 32. Support established District goals. |
| | 33. Communicate the educational efforts and successes to the community. |
| | 34. Oversee committees of special education, gifted and talented, discipline, LPAC, CIT, and communications. |
| | 35. Coordinate adult-related programs. |
| | 36. Perform other duties as assigned by the appropriate division superintendent for schools or Superintendent. |

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~~MIDDLE SCHOOL
PRINCIPAL~~

~~QUALIFICATIONS~~

~~The middle school principal shall have the following qualifications:~~

- ~~1. Master's degree;~~
- ~~2. Valid Texas midmanagement, administrative, or principal's certificate;~~
- ~~3. Three years of related administrative experience in education to include at least two years assistant principal experience (for a person who has not previously served as a principal);~~
- ~~4. Leadership ability in working with teachers and students in instructional and managerial administration;~~
- ~~5. Working knowledge of curriculum and instruction;~~
- ~~6. The ability to evaluate instructional program and teaching effectiveness;~~
- ~~7. The ability to manage budget and personnel and coordinate campus functions;~~
- ~~8. The ability to explain policy, procedures, and data;~~
- ~~9. Strong communications, public relations, and interpersonal skills;~~
- ~~10. Three years' experience as a classroom teacher, preferably at the middle school level; and~~
- ~~11. Other qualifications deemed necessary by the Board.~~

~~JOB GOAL~~

~~The middle school principal's job goal shall be to provide effective administration and discipline in the implementation, maintenance, and improvement of the instructional program.~~

~~DUTIES~~

~~The middle school principal shall:~~

~~INSTRUCTIONAL
MANAGEMENT~~

- ~~1. Assume responsibilities for the planning, operations, supervision, and evaluation of the educational program of the school.~~
- ~~2. Maintain the organization and management of the school program.~~
- ~~3. Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences.~~
- ~~4. Prepare a master schedule that is in compliance with accreditation standards and other applicable guidelines.~~
- ~~5. Act as the chairperson of the ARD committee, or designate an administratively qualified representative who is professionally qualified to facilitate the committee work.~~

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- ~~6. Supervise the administration of state-mandated or Districtwide testing programs and evaluate the results to instructional programs and curriculum.~~
- ~~SCHOOL/
ORGANIZATIONAL
CLIMATE~~
- ~~7. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.~~
- ~~8. Provide leadership in the implementation of the middle school philosophy.~~
- ~~SCHOOL/
ORGANIZATIONAL
IMPROVEMENT~~
- ~~9. Establish and maintain communication with personnel and students to foster a productive school climate.~~
- ~~10. Inform the appropriate division superintendent for schools promptly of all cases of extreme danger or disaster where it would be necessary to set aside any Board policy.~~
- ~~11. Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.~~
- ~~12. Utilize all resources of the District and the community in developing the most effective educational program.~~
- ~~13. Determine staff assignments according to campus needs.~~
- ~~14. Supervise and coordinate the activities of the school staff.~~
- ~~15. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggest alternative avenues of improvement.~~
- ~~PERSONNEL
MANAGEMENT~~
- ~~16. Maintain adequate and accurate documentation upon which recommendations for retention and/or placement are based.~~
- ~~17. Interview, select, and orient new staff and approve assignment of campus personnel. [See DC, DK]~~
- ~~18. Evaluate instructors, assistant principals, counselors, nurses, at-risk coordinators, and student activities managers. [See DN series]~~
- ~~19. Make recommendations relative to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal. [See DK]~~
- ~~20. Involve campus staff in the planning of staff development activities. [See DMA and BQ series]~~
- ~~21. Assume responsibility for implementing the policies and directives of the Board and TEA.~~

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ADMINISTRATION AND FISCAL/ FACILITIES MANAGEMENT	22.— Make regular and thorough inspections of the school property and direct the assignment of classified personnel within the school.
	23.— Prepare and submit the school budget and monitor allocations and expenditures of funds according to the administrative policies.
	24.— Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.
	25.— Establish and maintain an accurate accounting system for all textbooks issued to the staff and students.
	26.— Keep the Superintendent informed of school conditions and needs, personnel matters, student accomplishments, and concerns through the established organizational channels.
	27.— Maintain accurate records and make such reports as required by TEA or as requested by the Superintendent or Board.
	28.— Assume responsibility for the proper maintenance of the campus financial accounts in accordance with administrative policies. These accounts include, but are not limited to, receipts, disbursements, donations, and fund-raising activities.
STUDENT MANAGEMENT	29.— Function as the attendance officer of the school.
	30.— Establish and maintain a standard of conduct that is supportive of the middle school instructional program.
	31.— Provide for the close supervision of extracurricular activities.
SCHOOL/ COMMUNITY RELATIONS	32.— Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding of and solicit support for over-all school objectives and programs.
PROFESSIONAL GROWTH AND DEVELOPMENT	33.— Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
	34.— Attend professional development activities as directed.
	35.— Promote professional improvement through activities approved by the Board.
ADDITIONAL RESPONSIBILITIES	36.— Oversee the athletic and fine arts programs on campus.

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	<p>37. Coordinate school involvement in terms of curriculum, counseling services, and support areas to maintain the success of District-established objectives.</p> <p>38. Communicate the educational efforts and successes to the scholastic community.</p> <p>39. Manage the disciplinary functions to maintain an optimal level of learning within the school.</p> <p>40. Perform other duties as assigned by the appropriate division superintendent for schools or Superintendent.</p>
<p>HIGH SCHOOL PRINCIPAL QUALIFICATIONS</p>	<p>The high school principal shall have the following qualifications:</p> <ol style="list-style-type: none">1. Master's degree;2. Valid Texas midmanagement, administrative, or principal's certificate;3. Three years of related administrative experience in education to include at least two years assistant principal experience (for a person who has not previously served as a principal);4. Leadership ability in working with teachers and students in instructional and managerial administration;5. Working knowledge of curriculum and instruction;6. The ability to evaluate instructional program and teaching effectiveness;7. The ability to manage budget and personnel and coordinate campus functions;8. The ability to explain policy, procedures, and data;9. Strong communications, public relations, and interpersonal skills;10. Three years' experience as a classroom teacher preferably at the high school level; and11. Other qualifications deemed necessary by the Board.
<p>JOB GOAL</p>	<p>The high school principal's job goal shall be to provide effective administration and discipline in the implementation, maintenance, and improvement of the instructional program.</p>
<p>DUTIES</p>	<p>The high school principal's duties shall be to:</p>
<p>INSTRUCTIONAL MANAGEMENT</p>	<ol style="list-style-type: none">1. Assume responsibilities for the planning, operation, supervision, and evaluation of the educational program of the school.

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- ~~2. Maintain the organization and management of the school program.~~
- ~~3. Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences.~~
- ~~4. Prepare a master schedule that is in compliance with accreditation standards and other applicable guidelines.~~
- ~~5. Act as the chairperson of the ARD committee or designate an administratively qualified representative who is professionally qualified to facilitate the committee work.~~
- ~~6. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.~~
- ~~7. Supervise the administration of state-mandated or Districtwide testing programs and evaluate the results to determine weaknesses and strengths in the school instructional programs and curriculum.~~
- ~~SCHOOL/
ORGANIZATIONAL
CLIMATE~~ ~~8. Establish and maintain communication with personnel and students to foster a productive school climate.~~
- ~~9. Inform the appropriate division superintendent for schools promptly of all cases of extreme danger or disaster where it would be necessary to set aside any Board rules and regulations.~~
- ~~SCHOOL/
ORGANIZATIONAL
IMPROVEMENT~~ ~~10. Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.~~
- ~~11. Utilize all resources of the District and the community in developing the most effective educational program.~~
- ~~12. Supervise and coordinate the activities of the school staff.~~
- ~~13. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggest alternative avenues of improvement.~~
- ~~PERSONNEL
MANAGEMENT~~ ~~14. Maintain adequate and accurate documentation upon which recommendations for retention or placement are based.~~
- ~~15. Interview, select, and orient new staff and approve assignment of campus personnel. [See DC, DK]~~

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- ~~16. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.~~
- ~~17. Observe employee performance, record observations, and conduct evaluation conferences with all staff. [See DN series]~~
- ~~18. Make recommendations relative to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal. [See DK]~~
- ~~19. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals. [See DN series]~~
- ~~20. Involve campus staff in the planning of staff development activities. [See DMA and BQ series]~~
- ~~21. Evaluate instructors, assistant principals, counselors, nurses, at-risk coordinators, and student activities managers. [See DN series]~~
- ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT
- ~~22. Assume responsibility for implementing the policies and directives of the Board and TEA.~~
- ~~23. Make regular and thorough inspections of the school property and direct the assignment of classified personnel within the school.~~
- ~~24. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.~~
- ~~25. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.~~
- ~~26. Establish and maintain an accurate accounting system for all textbooks issued to the staff and students.~~
- ~~27. Keep the Superintendent informed of school conditions and needs, personnel matters, student accomplishments, and concerns through the established organizational channels.~~
- ~~28. Maintain accurate records and make such reports as required by TEA or as requested by the Superintendent or Board.~~
- ~~29. Assume responsibility for the proper maintenance of the campus financial accounts in accordance with administrative policies. These accounts include, but are not limited to, receipts, disbursements, donations, and fund-raising activities.~~

PERSONNEL POSITIONS

DP
(LOCAL)

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| STUDENT
MANAGEMENT | 30.— Function as the attendance officer of the school.
31.— Establish and maintain a standard of conduct that is supportive of the instructional program.
32.— Provide for the close supervision of extracurricular activities. |
| SCHOOL/
COMMUNITY
RELATIONS | 33.— Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding of and solicit support for overall school objectives and programs. |
| PROFESSIONAL
GROWTH AND
DEVELOPMENT | 34.— Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
35.— Attend professional development activities as directed.
36.— Promote professional improvement through activities approved by the Board. |
| ADDITIONAL
RESPONSIBILITIES | 37.— Oversee the athletic and fine arts programs on campus.
38.— Coordinate school involvement in terms of curriculum, counseling, services, and support areas to maintain the success of District-established objectives.
39.— Communicate the educational efforts and successes to the scholastic community.
40.— Manage the disciplinary functions to maintain an optimal level of learning within the school.
41.9. Perform other duties as assigned by the appropriate division superintendent for schools or Superintendent. |