

<b>Job Title:</b>	Principal PK-8	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Principal Elementary	<b>Pay Grade:</b>	205
<b>Dept. /School:</b>	Assigned Campus	<b>Date Revised:</b>	July 1, 2024

**Primary Purpose**

Direct and manage instructional programs 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 campus activities.

**Qualifications****Education/Certification**

Master's Degree

Valid Texas Mid-Management, Administrative, or Principal's Certificate

Valid Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support Systems (T-TESS) Certified

**Special Knowledge/Skills**

- Leadership ability in working with teachers and students in instructional and managerial administration
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel and coordinate campus functions
- Ability to explain policy, procedures, and data
- Strong communications, public relations, and interpersonal skills

**Experience**

Three (3) 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)

Three (3) years' experience as a classroom teacher

**Major Responsibilities and Duties****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 compliant 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. 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**

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 PK-8 school philosophy.

**School/Organization 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 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 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.
18. Evaluate teachers, assistant principals, counselors, nurses, at-risk coordinators, student activities managers, and non-certified staff.
19. Make recommendations related to personnel placement, transfer, retention, promotion, non-renewal, and dismissal.
20. Involve campus staff in the planning of staff development activities.

#### **Administration and Fiscal/Facilities Management**

21. Assume responsibility for implementing the policies and directives of the Board and TEA.
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 district assigned technology/devices and textbooks issued to the staff and students.
26. Responsible for reparation and submit inventory reports required by district and state.
27. Responsible for maintaining an accurate account of all campus assets, ensure a bi-annual and annual inventory is completed of all district assigned technology/devices, and make appropriate changes to inventory in the district system.
28. Responsible for establishing communication accordingly with students, parents, administration, and 1:1 Student Device Initiative on lost and/or damage district assigned technology/devices, textbooks, and other instructional materials.
29. Responsible for ensuring campus staff communicate effectively to students and parents on appropriate use of district assigned technology/devices.
30. Responsible for communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
31. Inform the assistant superintendent of school conditions and needs, personnel matters, student accomplishments, and concerns through the established organizational channels.
32. Maintain accurate records and make such reports as required by TEA or as requested by the superintendent or board.
33. 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**

34. Function as the attendance officer of the school.
35. Establish and maintain a standard of conduct that is supportive of the PK-8 school instructional program.
36. Provide for the close supervision of extracurricular activities.

#### **School/Community Relations**

37. 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**

- 38. Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
- 39. Attend professional development activities as directed.
- 40. Promote professional improvement through activities approved by the Board.

**Additional Responsibilities**

- 41. Oversee programs to include special education, gifted and talented, discipline, LPAC, CIT, athletic, fine arts and communications on campus.
- 42. Coordinate school involvement in terms of curriculum, counseling services, and support areas to maintain the success of district-established objectives.
- 43. Communicate the educational efforts and successes to the community.
- 44. Manage the disciplinary functions to maintain an optimal level of learning within the school.
- 45. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise and evaluate the performance of staff assigned to campus.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; frequent prolonged and irregular hours; occasional districtwide and statewide travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees.

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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.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.