

Job Title:	Principal Elementary	Wage/Hour Status:	Exempt
Reports to:	Executive Principal Elementary	Pay Grade:	204
Dept./School:	Assigned Campus	Date Revised:	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 all campus activities.

Qualifications**Education/Certification**

Master's Degree

Valid Texas mid-management, administrative, or principal's certificate

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

Texas Principal Evaluation and Support System Certification (T-PESS) or obtain within the first year of principal appointment

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 (2) 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. Maintain the organization and management of the school program.
2. Provide leadership for the instructional growth of teachers by supervising instruction through classroom observation and teacher conferences.
3. Prepare a master schedule that is in compliance with accreditation standards and other applicable guidelines.
4. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.
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.
7. Perform other duties as assigned by supervisor.

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 policy.

School/Organization Improvement

10. Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.
11. Utilize District and community resources in developing the most effective educational program.

Personnel Management

12. Determine staff assignments according to campus needs.
13. Interview, select, and orient new staff and approve assignment of campus personnel.
14. Supervise and coordinate the activities of the school staff.
15. Identify those aspects of the teacher's instructional program in need of improvement and suggest alternative avenues of improvement.
16. Maintain adequate and accurate documentation upon which recommendations for job termination are based.
17. Evaluate teachers, assistant principals, counselors, nurses, at-risk coordinators, and non-certified staff.
18. Make recommendations relative to personnel placement, transfer, retention, promotion, non-renewal, and dismissal.
19. Involve campus staff in the planning of staff development activities.

Administration and Fiscal/Facilities Management

20. Assume responsibility for implementing TEA's requirements and the Board's policies and directives.
21. Manage facility functions effectively.
22. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.
23. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.
24. Establish and maintain an accurate accounting system for all district assigned technology/devices and textbooks issued to the staff and students.
25. Prepare and submit inventory reports required by district and state.
26. Maintain an accurate account of all campus assets, perform a bi-annual and annual inventory of all district assigned technology/devices, and make appropriate changes to inventory in the district system.
27. Establish communication accordingly with students, parents, administration, and 1:1 Student Device Initiative on lost and/or damaged district assigned technology/devices, textbooks, and other instructional materials.
28. Responsible for communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
29. Inform the superintendent regarding conditions and needs of the instructional program, personnel matters, student accomplishments, and concerns through the established organizational channels.
30. Maintain accurate records and make such reports as required by TEA or as requested by the superintendent or Board.
31. 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

32. Function as the attendance officer of the school.
33. Develop, promote, and/or communicate a student management system that results in positive student behavior.
34. Provide for the close supervision of extracurricular activities.

Professional Growth and Development

35. Promote professional growth that meets the needs of professional and auxiliary personnel.
36. Improve leadership skills through professional development activities.

Additional Responsibilities

37. Support established district goals.
38. Communicate the educational efforts and successes to the community.
39. Oversee committees of special education, gifted and talented, discipline, LPAC, CIT, and communications.
40. Coordinate adult-related programs.

Supervisory Responsibilities

Assigned personnel

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

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.