

<b>Job Title:</b>	Principal, Montessori (PK-5)	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Principal Elementary	<b>Pay Grade:</b>	204
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	June 17, 2024

**Primary Purpose**

Direct and manage the Montessori 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**

Master's Degree from accredited institution  
 Valid Texas mid-management, administrative, or principal's certificate  
 Montessori Educational and Administrative Leader Credentials (AMI or AMS) preferred  
 Certified Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) Texas Teacher Evaluation and Support System (T-TESS) Certified

**Special Knowledge/Skills**

- Knowledge of and dedication to the practice of the Montessori educational philosophy
- Working knowledge of curriculum and instruction
- Ability to evaluate and support Montessori instructional program and teaching effectiveness
- Ability to manage budget and personnel and coordinate campus functions
- Ability to interpret and implement policy and procedures
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to articulate Montessori's guiding principles to all stakeholders

**Experience**

Three (3) years of experience as a classroom teacher  
 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)

**Major Responsibilities and Duties****Instructional Management**

1. Lead, monitor, and evaluate the effective implementation of Montessori pedagogy, curriculum, programs, and managerial processes.
2. Partner with District and campus staff to review planning, operation, supervision, and evaluation of curriculum and instruction.
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. Support a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.
6. Act as the chairperson of the ARD committee or designate an administratively qualified representative who is professionally qualified to facilitate the committee work.
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.
8. Supervise campus-based committees of special education, gifted and talented, discipline, LPAC, campus improvement teams (CIT), and communication on campus.
9. Perform other duties as assigned by supervisor.
- 10.

**School/Organizational Climate**

11. Model and sustain a culture of giving, volunteerism, global awareness and citizenship at the school.
12. Provide Montessori instructional resources and materials to support staff in accomplishing instructional goals.

13. Establish and maintain communication with personnel and students to foster a productive school climate.
14. Exemplify effective problem-solving methods that are customer-service oriented.
15. Inform the appropriate assistant superintendent for schools promptly of all cases of extreme danger or disaster where it would be necessary to set aside any board policy.

#### **School/Organizational Improvement**

16. Provide instructional support to meet developmental, culturally, and linguistically diverse student needs.
17. Establish and clarify short and long-range goals that are educationally sound and administratively feasible.
18. Utilize district and community resources in the development of an effective instructional program.
19. Demonstrate success in leading and supporting improvements in student learning as measured by local, curriculum, and interim assessment results, and other district performance criteria.
20. Support established district goals and successfully advance district initiatives.

#### **Personnel Management**

21. Determine staff assignments according to campus needs.
22. Interview, select, and orient new staff and approve assignment of campus personnel.
23. Supervise and coordinate the activities of the school staff.
24. Define and communicate expectations for staff performance about Montessori instructional strategies, classroom management, and communication with the public.
25. Identify those aspects of the teacher's instructional program in need of improvement and suggest alternative avenues of improvement.
26. Maintain adequate and accurate documentation upon which recommendations for retention and/or placement are based.
27. Recommend personnel placement, transfer, retention, promotion, non-renewal, and dismissal.
28. Evaluate teachers, assistant principals, counselors, nurses, at-risk coordinators, and non-certified staff.
29. Involve campus staff in the planning and facilitation of professional learning.

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

30. Assume responsibility for implementing TEA's requirements and the Board's policies and directives.
31. Manage facility functions effectively.
32. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.
33. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.
34. Establish and maintain an accurate accounting system for all district assigned technology/devices and textbooks issued to the staff and students.
35. Prepare and submit inventory reports required by district and state.
36. 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.
37. 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.
38. Responsible for communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
39. Inform the superintendent regarding conditions and needs of the instructional program, personnel matters, student accomplishments, and concerns through the established organizational channels.
40. Maintain accurate records and make such reports as required by TEA or as requested by the superintendent or board.
41. 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**

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

**School/Community Relations**

- 45. Promote a positive image of the district and maintain a positive working relationship with parents and the community.
- 46. Clearly articulate the district’s vision, mission, Montessori instructional philosophy and framework, and curricular implementation strategies to the community and solicit support in realizing the district’s mission.
- 47. Employ collaborative decision-making and problem-solving processes.
- 48. Communicate the educational efforts and successes to the community.

**Professional Growth and Development**

- 49. Establish and models ongoing professional growth goals to remain current in innovative and effective instructional practices.
- 50. Promote professional growth that meets the needs of professional and auxiliary personnel.
- 51. Actively participate in professional learning to positively enhance teaching and learning and improve leadership skills.

**Supervisory Responsibilities**

Assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factor**

Maintain emotional control under stress. Occasional districtwide and statewide travel.  
Work with frequent interruptions. Frequent prolonged and irregular hours.

**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: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

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.