

## JOB DESCRIPTION

<b>Job Title:</b>	Principal Specialty Campus	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Executive Principal Secondary	<b>Pay Grade:</b>	205
<b>Dept/School:</b>	College Career Technology Academy/Delta Academy/Telles Academy	<b>Date Revised:</b>	November 8, 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 from an accredited university  
Valid Texas Mid-management, Administrative, or Principal's Certificate

**Special Knowledge/Skills**

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

**Experience**

Two (2) years Assistant Principal experience in education  
Three (3) years' experience as a classroom teacher

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Assume responsibilities for the planning, operation, 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 complies with accreditation standards and other applicable guidelines.
5. Act as the chairperson of the ARD Committee or designate some other administrative representative as approved by the Board.
6. Promote a guidance and counseling program that will furnish the assistance desired by 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.
8. Assist in establishing and clarifying the short-range and long-range goals that are educationally sound and administratively feasible.
9. Utilize resources of the district and the community in developing the most effective educational program.
10. Supervise and coordinate the activities of the school staff.



11. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggest alternative avenues of improvement.
12. Maintain adequate and accurate documentation upon which recommendations for retention or placement are based.
13. Coordinate school involvement in terms of curriculum, counseling, services, and support areas to maintain the success of district established objectives.
14. Oversee the athletic and fine arts programs on campus.
15. Perform other assigned duties as assigned by supervisor.
16. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, parents, teachers, and students.

#### **Monitor Programs**

17. Provide leadership in the implementation of middle school philosophy.
18. Evaluate instructors, assistant principals, counselors, nurses, at-risk coordinators, and student activity managers.
19. Make regular and thorough inspections of the school property and direct the assignment of classified personnel within the school.
20. Inform the Regional Associate Superintendent promptly of all cases of extreme danger or disaster where it would be necessary to set aside any Board rules and regulations.

#### **Student Management**

21. Function as the attendance officer of the school.
22. Establish and maintain a standard of conduct that is supportive of the instructional program.
23. Provide for close supervision of extracurricular activities.
24. Manage the disciplinary functions to maintain an optimal level of learning within the school.
25. Assume responsibility for implementing the policies and directives of the Board and TEA.

#### **Policy, Reports and Law**

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. Responsible for preparing and submission of inventory reports required by district and state.

#### **Budget and Inventory**

29. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.
30. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.
31. Establish and maintain an accurate accounting system for all district assigned technology/devices and textbooks issued to the staff and students.
32. Responsible for preparation and submitting inventory reports required by district and state.
33. Responsible for maintaining an accurate account of all campus assets, ensure a bi-annual and annual inventory is complete of all district assigned technology/devices, and make appropriate changes to inventory in the district system.
34. Responsible for establishing 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.
35. Responsible for ensuring campus staff communicate effectively with students and parents on appropriate use of district assigned technology/devices.
36. Responsible for communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
37. 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 Management**

- 38. Interview, select, and orient new staff and approved assignment of campus personnel.
- 39. Determine staff assignments according to campus needs.
- 40. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
- 41. Observe employee performance, record observations and conduct evaluation conferences with staff.
- 42. Evaluate instructors, assistant principals, counselors, nurses, and support staff.
- 43. Make recommendations related to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal.
- 44. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- 45. Involve campus staff in the planning of staff development activities.
- 46. Promote the professional growth of the staff by presenting professional development programs that meet the individual and group needs of professional and auxiliary personnel.
- 47. Attend professional development activities as directed.
- 48. Promote professional improvement through activities approved by the Board.

**Communication and Community Relations**

- 49. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding and solicit support for overall school objectives and programs.
- 50. Establish and maintain communication with personnel and students to foster a productive school climate.
- 51. Communicate the educational efforts and successes to the scholastic community.

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



**HUMAN  
RESOURCES**

EL PASO ISD  
it starts **with us**

120061 Principal Specialty Campus

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.