

<b>Job Title:</b>	Executive Principal Elementary	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Assistant Superintendent Schools Elementary	<b>Pay Grade:</b>	109
<b>Dept./School:</b>	School Leadership	<b>Date Revised:</b>	May 24, 2023

**Primary Purpose**

Provide instructional leadership to principals through coaching and support for student achievement and development of high academic standards. Assist Assistant Superintendent in ensuring principals maximize their capacity to improve teaching and learning by providing coaching and training as well as through directing District resources.

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

Master's Degree

Valid Texas Mid-Management Administrator Certification and/or Supervision

Valid Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL)

Valid Texas Teacher Evaluation Support System (T-TESS) and Texas Principal Evaluation Support System (T-PESS)

**Special Knowledge/Skills**

- Leadership ability with strong instructional foundation
- Thorough knowledge and understanding of federal, state, and local accountability measures, and state and local assessments.
- Thorough understanding of curriculum, instruction, and other student related services
- Ability to use computer technology in administrative and educational settings.
- Excellent organizational, problem solving, and consensus-building skills.
- Excellent oral and written communication skills
- Effective human relations skills
- Knowledge of data driven accountability performance models as they apply to school improvement.
- Thorough knowledge of the various class scheduling options with ability to describe pros and cons to each option.
- Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate.

**Experience**

Five (5) years campus principal experience

**Major Responsibilities and Duties**

1. Assist the Assistant Superintendent to administer the District's Instructional Program so that District and campus goals can be achieved.
2. Assist campuses with the improvement of instruction in areas identified by the formal performance indicators.
3. Assist in oversight and participate in staffing schools effectively and efficiently.
4. Interact positively and collaboratively with other District leadership members to ensure standards of excellence throughout the district.
5. Provide leadership that assure quality implementation of District instructional programs, to include curriculum development and implementation based on best practices.
6. Assist in accountability for the implementation of the District's Academic Programs.
7. Assist in guiding the district professional development training for administrators.
8. Assist departments and schools in continuous, overall student improvement, performance, and outcome through development, implementation, and monitoring of District-wide strategic plans, policies, and programs/initiatives that support the District's Mission.

9. Produce statistics and metrics that monitor the assigned area of school's success in fulfilling their mission and objectives.
10. Perform other duties as assigned by supervisor.

#### **Student Management**

11. Assist in ensuring student management programs and procedures are effective in promoting acceptable student conduct and social growth.
12. Assist in ensuring systems and procedures are in place to provide campus safety.
13. Assist campuses with the compliance of the Student Code of Conduct Manual.
14. Work closely with campus principals throughout the appeals process for discipline and parent complaint/grievance.

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

15. Participate in regular dialogue with assigned staff and District leadership in development and support of District-wide policies, practices, and procedures.
16. Ensure assigned staff understands, communicates, and implements Board policies and guidelines inherent in those policies.

#### **Budget and Inventory**

17. Assist in coordinating the development and administration of the campus budget and ensure that the campus spending plans are based on established priorities.
18. Participate with other District leadership members in District budget development processes.

#### **Personnel Management**

19. Ensure staff is evaluated as specified in Board Policy.
20. Evaluate principals as assigned using T-PESS.
21. Provide leadership to assigned personnel to ensure departments deliver educational services efficiently and effectively.
22. Assist staff with issues, problems, and concerns raised by District stakeholders.
23. Establish an environment that empowers staff to execute responsibilities as instructional leaders.
24. Lead others in resolution of highly sensitive and confidential academic issues.
25. Promote organizational climate that fosters positive staff morale, openness, and collaboration.

#### **Communication and Community Relations**

26. Provide optimal customer service to all students, employees, parents, community members and any other stakeholders of the district
27. Foster positive relationships with other departments/divisions to facilitate achievement of the District's Mission.
28. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
29. Communicate with the Board in accordance with guidelines established by the Superintendent.
30. Serve as a representative of the district as requested by the Superintendent.
31. Attend meetings of the Board of Trustees and prepare reports as requested.

#### **Professional Growth**

32. Promote professional growth among staff.
33. Develop personal and professional growth plans to enhance performance of assigned duties and responsibilities.
34. Keep abreast of current research results, trends, and developments in public education.

#### **Supervisory Responsibilities**

Supervise assigned personnel.

#### **Equipment/Tools Used**

Standard office equipment including personal computer and peripherals.

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Frequent districtwide travel; occasional statewide travel, occasional outside work with exposure to extreme hot and cold temperatures. Work is non- standardized and widely varied, involving complex and significant variables. Significant time spent planning, evaluating, addressing, and negotiating issues.

**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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.