

Job Title: Principal Early College High School	Wage/Hour Status: Exempt
Reports to: Executive Principal Secondary	Pay Grade: 206
Dept/School: Assigned Campus	Date Revised: July 1, 2024

Primary Purpose

The Early College High School (ECHS) principal's job goal shall be to provide effective administration in the implementation, maintenance, and improvement of the total ECHS instructional program to ensure participating students graduate with a high school diploma and Associate of Arts degree in four (4) years.

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
- Understanding of a Texas Science, Technology, Engineering and Mathematics (T-STEM) Program
- The ability to evaluate instructional program and teaching effectiveness
- The ability to manage budget and personnel and coordinate campus functions
- The 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 served as a principal)

Three (3) years' experience as a classroom teacher

Other qualifications deemed necessary by the Board

Major Responsibilities and Duties**Instructional 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 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. Promote a guidance and counseling program that will furnish the assistance appropriate to meet identified needs of schools, 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.

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 rules and regulations.

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 all resources of the District and the community in developing the most effective educational program.
12. Supervise and coordinate the activities of the school staff.
13. Identify those aspects of the teacher's classroom instructional program in need of improvement and suggest alternative avenues of improvement.

Personnel Management

14. Maintain adequate and accurate documentation upon which recommendations for retention or placement is based.
15. Interview, select, and orient new staff and approve assignment of campus personnel.
16. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
17. Observe employee performance, record observations, and conduct evaluation conferences with all staff.
18. Make recommendations relative to personnel placement, transfer, retention, promotion, non-renewal, and dismissal.
19. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
20. Involve campus staff in the planning of staff development activities.
21. Evaluate instructors, assistant principals, counselors, nurses, at-risk coordinators, and student activities managers.

Administration and Fiscal/Facilities Management

22. Assume responsibility for implementing the policies and directives of the Board and TEA.
23. Confer with the ECHS Leadership Teams (including the Steering Committee) on matters regarding personnel, student body and community concerns.
24. Make regular and thorough inspections of the school property and direct the assignment of classified personnel within the school.
25. Prepare and submit the school budget and monitor allocations and expenditures of funds according to administrative policies.
26. Submit annual inventories of supplies and equipment and requisitions for any supplies and equipment needed for the next school year.
27. Establish and maintain an accurate accounting system for all district assigned technology/devices and textbooks issued to the staff and students.
28. Prepare and submit inventory reports required by district and state.
29. 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.
30. 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.
31. Responsible for communicating and documenting identified stolen district assigned technology/devices to the appropriate law enforcement agency and district administration.
32. Keep the superintendent informed of school conditions and needs, personnel matters, student accomplishments, and concerns through the established organizational channels.
33. Maintain accurate records and make such reports as required by TEA or as requested by the superintendent or Board.
34. 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.
35. Provide reporting and evaluation data to the Texas High School Project (THSP) and Communities in Schools Foundation, as requested.

Student Management

36. Function as the attendance officer of the school.
37. Establish and maintain a standard of conduct that is supportive of the instructional program.
38. Provide for the close supervision of extracurricular activities.

School/Community Relations

39. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding of and solicit for overall school objectives and programs.

Professional Growth and Development

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

Additional Responsibilities

- 43. Coordinate school involvement in terms of curriculum, counseling services, and support areas to maintain the success of district-established objectives.
- 44. Communicate the educational efforts and successes to the scholastic community.
- 45. Manage the disciplinary functions to maintain an optimal level of learning within the school.
- 46. Perform other duties as assigned by supervisor.

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.