

Job Title: Executive Principal School Transformation **Wage/Hour Status:** Exempt
Reports to: Chief of Organizational Transformation & Equity **Pay Grade** 109
Dept/School: Office of Organizational Transformation & Equity **Date Revised:** September 23, 2024

Primary Purpose

Monitor and evaluate, support implementation of systemic structures and protocols to influence student achievement at a turnaround school and Extended-Day Learning Centers.

Qualifications

Education/Certification

Master’s Degree
Valid Texas Teaching Certificate
Valid Texas Mid-Management or Administrator Principal’s Certificate
Valid T-PESS Certification

Special Knowledge/Skills

- Demonstrated leadership ability in working with other administrators, teachers, students, parents and public
- Ability to manage budget and personnel
- Excellent organizational, communication, presentation, and interpersonal skills
- Knowledge of instructional administration
- Possess mediation and negotiation skills
- Sensitive to multicultural community
- Ability to multi-task

Experience

Three (3) years teaching experience
Three (3) years as an administrator or administrative related experience

Major Responsibilities and Duties

1. Assist the campus principal in leading the campus in instruction management, school climate, school improvement, personnel, school/parent/community relations, and professional growth and development.
2. Assist campus principal in providing information on best practices for instructional resources and material to support campus administrative staff in accomplishing instructional goals.
3. Interact positively and regularly as a team with district coordinators, facilitators, and ensure standards of excellence throughout the district.
4. Assist schools in the campus improvement planning process.
5. Support principals in the pursuit of student achievement.
6. Perform other assigned duties as may require by the Supervisor.

School/Organizational Climate

7. Promote and communicate districtwide high expectations of student and staff performance supportively.
8. Assist with maintaining a positive and safe environment to achieve District goals.
9. Positively promote district programs with students, staff, parents, and community.
10. Monitor and support effective classroom instruction with the Principal and Instructional Leadership Team (ILT) including support of the Target Improvement Plan (TIP) process and monitoring.
11. Provide leadership in the provision of quality professional learning opportunities designed to improve implementation and student success outcomes.

12. Support campus principal with developing campus wide systems to include Strong School Leadership and planning.
13. Model and actively promote current, research-based, highly effective strategies/practices that foster instructional improvement and increased student access.
14. Effectively oversee and provide leadership for collaborative implementation of the curriculum management recommendations related to areas of responsibility.

School Organization Improvement

15. Assist with identifying, analyzing and applying research finding to drive campus continues improvement.
16. Utilize multiple data points to facilitate strategic planning processes to address achievement gaps.
17. Review and oversee the effective implementation of all components of the State and Federal school improvement system.
18. Monitor the progress of school improvement planning activities and strategies contained in the campus improvement plan.
19. Serve as a liaison with the region service center and district DCSI role with TEA to support school improvement.
20. Assist with grant compliance.
21. Assist campuses to ensure the campus documentation is reported to central office departments in a timely and correct manner.
22. Provide leadership and oversee recruitment, selection, and training of personnel in areas of responsibility and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

School/Parent/Community Relations

23. Support campus leaders with articulating the district mission to promote positive outcomes for students, teachers, parents and the community.
24. Promote a positive image of the district and maintain a positive working relationship with parents and the community.

Professional Growth Development

25. Support and guide professional development for faculty, administrators and staff by keeping informed on the latest research based on the best practices to support the continuous improvement process.
26. Demonstrate knowledge and understanding of current research-based practices and oversee the integration and alignment to programming resources, and professional learning opportunities.
27. Exhibit to manage and prioritize time wisely and effectively.
28. See and use evaluation input of job performance from supervisor, staff, and peers.
29. Demonstrate professionalism in dealing with staff, students, and community members from diverse backgrounds.

Supervisory Responsibilities

30. Supervise and evaluate assigned personnel.
31. Promote continuous improvement among the administrative and other professional staff, identify individual strength and areas for improvement, and work with direct reports to establish and maintain high expectations for staff performance.
32. Evaluate program effectiveness in developing and achieving goals, with support the district's strategic plan.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Demands

Maintain emotional control under stress. Occasional prolonged and regular hours.

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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