

West Orange-Cove CISD

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| JOB TITLE: | Campus Principal | | |
| REPORTS TO: | Superintendent of Schools | PAY GRADE: | ADM |
| DEPT./SCHOOL: | Assigned Campus | SERVICE DAYS: | 226 |
| FLSA: | Exempt | | |

PRIMARY PURPOSE:

The campus principal is to assume responsibility for leadership, management, coordination, and administration of the programs for the campus by promoting the educational development of all students within the framework of the philosophy and objectives established by board policy, consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

A Master's degree from an accredited college or university
A mid-management or principal certificate
Certified T-TESS appraiser

SPECIAL KNOWLEDGE/SKILLS

Working knowledge of federal and state codes governing education
Effective communication, public relations and interpersonal skills
Ability to manage budget and personnel

MINIMUM EXPERIENCE

Minimum of three years of experience in teaching
Campus level administrative experience is preferred

ESSENTIAL FUNCTIONS:

**INSTRUCTIONAL
MANAGEMENT:**

1. Diagnose student needs and assist teachers in designing learning experiences for students; monitor student achievement and attendance.
2. Encourage the development and piloting of innovative instructional programs; facilitate the planning and application of emerging technologies in the classroom.
3. Monitor instructional and managerial processes to ensure high quality instruction and that program activities are related to program outcomes and use findings to take corrective actions.
4. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program, including students and community representatives when appropriate.
5. Model personal responsibility and relentless focus on improving student outcomes.

**SCHOOL/
ORGANIZATIONAL
CLIMATE:**

6. Assess the school climate and advance through team building and communication a clear sense of the campus and district mission statements.
7. Resolve conflicts at the lowest decision-making level possible and encourage others to do so.
8. Promote a positive image of the district in all communications.
9. Build bridges of support and good will between campus and central office staff.
10. Communicate a clear sense of the school's mission.
11. determine and build a common vision with staff for school improvement.

**SCHOOL/
ORGANIZATIONAL
IMPROVEMENT:
PERSONNEL
MANAGEMENT:**

12. Determine staffing needs in cooperation with the human resources director to secure high-quality, certified and qualified teachers and staff throughout the school.
13. Assign and evaluate all personnel assigned to the campus using T-TESS and other evaluation instruments; recommend to the superintendent the termination, suspension, or non-renewal of any employee assigned to the campus.
14. Delegate appropriately and recognize exemplary performance of staff; encourage personal and professional growth leadership among the staff.

**ADMINISTRATION
AND FISCAL/
FACILITIES
MANAGEMENT:**

15. Comply with all applicable personnel policies and rules.
16. Assume responsibility for keeping accurate student records pertaining to academic achievement, health, attendance and UIL eligibility.
17. Contribute to district-wide school improvement efforts and the attainment of the Texas Academic Performance Report indicators as a member of the instructional team.
18. Be effective in scheduling activities and the use of resources needed to accomplish determined goals.
19. Consider teacher, parent, and community input in developing goals that affect the budget, program needs, personnel, and other fiscal needs of the campus.

**STUDENT
MANAGEMENT:**

20. Base decisions on federal and state laws and regulations and on district policies.
21. Monitor the use, care, and replacement of school facilities to ensure that all buildings and grounds are safe and orderly.
22. Prepare and manage a budget that reflects the needs of materials and equipment and assume responsibility for keeping accurate records of all money collected and deposited; approve all expenditures, including budgeted and activity funds.
23. Promote school-wide activities for building self-esteem in all students.
24. Administer the discipline management systems adopted by the local school board; develop and communicate to students, staff, and parents the school guidelines for student conduct.

**SCHOOL/
COMMUNITY
RELATIONS:**

25. Supervise and provide for effective guidance and testing programs.
26. Communicate the school's mission and vision to the campus and community; solicit support from the community for the accomplishment of the school's mission.
27. Establish and implement a culture of high expectations for all staff and students.
28. Promote positive community relations through effective communication and purposeful dialogue between school and community.

**PROFESSIONAL
GROWTH AND
DEVELOPMENT:**

29. Perform duties in a professional, ethical, and responsible manner; participate in professional organizations.
30. Work with appropriate personnel to plan and implement staff development plans and activities.

**CAMPUS
PERFORMANCE
OBJECTIVES:**

31. Use information provided through assessments and the district's appraisal instrument; disseminate ideas and information for improvement of performance.
32. Initiate instructional and/or teaching updates and support designed to improve student performance as reflected by STAAR and other state/national test scores.
33. Provide for strong student attendance by follow-up action on students with poor attendance and recognize students with good attendance.
34. Encourage students to enroll in courses that are academically challenging.
35. Inservice teachers to have high expectations for their students.
36. Monitor the percentage of students who fail by grade level and subject, and provide leadership in developing remediation activities.

OTHER DUTIES:

37. Perform other duties and functions as assigned by the superintendent.

SUPERVISORY RESPONSIBILITIES:

All certified and non-certified personnel assigned to the school campus

WORKING CONDITIONS:

Ability to maintain emotional control under stress
 Ability to coordinate district functions
 Daily interaction with students, parents, staff, and members of the community

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Signature

Date