



Job Description – Secondary Campus Principal

Department: Administration

Job Status: Full time

FLSA Status: Exempt

Reports To: Superintendent

Work Days: 205

POSITION SUMMARY

Plan, direct, or coordinate the academic, clerical, or auxiliary activities of secondary level schools. Curriculum Oversight for Secondary Campus, Teacher Support, Parent Meetings, Secondary Counselor Supervision on Graduation Plans and Schedules, Responsible for Development and Implementation of Graduation Plans, Academic Achievement, Schedules, Classroom Walk Through, Secondary Accountability, Development of Professional Development Plan and Campus Improvement Plans in collaboration with Principal. Under the direction of the Principal, provides instructional leadership and assumes major managerial responsibility for operations, discipline, school programs, personnel, and budget.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement

- Formulates and develops student personnel policies.
- Advises staff members on problems relating to policy, program, and administration.
- Directs and assists in planning social, recreational, and curricular programs.
- Counsels or advises individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance.

- Reviews reports of student misconduct cases that require disciplinary action to insure recommendations conform to university policies.
- Sponsors and advises student organizations.
- Reviews budget and directs appropriations of student services unit.
- Represents university in community on matters pertaining to student personnel program and activities.
- Also directs admissions, foreign student services, health services, student union, and testing services.
- Planning, Professional Development on Test Administration.
- Implementation of TAKS/STAAR/EOC Testing District Wide.
- Ordering of Testing Materials; Coordination of Training and Regulations.
- District Accountability Monitoring; PEIMS Monitoring; PBMAS/TEASE Monitoring; Euphoria Student Assessment Data System Overall Management.
- Curriculum Online System Overall Management; SAT/PSAT Test Administration.
- Responsible for coordinating district testing of students.
- Performs district walk through.
- Student scheduling
- Assist the school in the overall administration of instructional programs and campus level operations.
- Coordinates assigned student activities and services.
- Participates in development and evaluation of educational programs.
- Assists the school in developing, maintaining, and using information systems to maintain records to track progress on campus performance objectives, and conducts evaluation conferences.
- Assists in planning daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.

- Supervises reporting monitoring of student attendance and works with attendance clerk on follow-up investigations.
- Conducts conferences on student and school issues with parents, students, and teachers
- Complies with District policies as well as State and Federal laws and regulation affecting the school.
- Observes professional, ethical standards in accordance with generally accepted community standards and the Texas Educator Code of Ethics
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.

SKILLS & ABILITIES

Education: * Master’s Degree Preferred
* Valid Administrative Certification
* Professional Development Appraisal System Certificate by TEA preferred

Experience: Minimum three years’ experience as an Administrator on a secondary campus

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates & Licenses: A valid a teacher certificate is preferred but not required.

WORK ENVIRONMENT

Classroom environment in a controlled atmosphere building

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.