Job Title: Principal - Elementary  
Wage/Hour Status: Exempt/Contracted

Reports To: Assistant Superintendent  
Of School Improvement

Pay Grade/Days: 106/226

Dept./School: Assigned School  
Date Revised: May 2018

Primary Purpose:

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities.

Qualifications:

Education/Certification:
Master’s degree in educational administration
Texas principal or other appropriate Texas certificate
Certified Texas Teacher Evaluation and Support System (T-TESS)

Special Knowledge/Skills:
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to manage budget and personnel
Ability to coordinate campus functions
Ability to interpret policy, procedures, and data
Strong organizational, communication, public relations, and interpersonal skills
Ability to implement effective leadership skills to build teacher capacity

Minimum Experience:
Three years experience as a classroom teacher
Experience as a success turnaround school principal (preferred)

Major Responsibilities and Duties:

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operations, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.

5. Provide for two-way communication with superintendent, staff, students, parents, and community.

6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.

7. Ensure the effective and quick resolution of conflicts.

8. Build common vision for school improvement with staff. Direct planning activities and put programs in place with staff to ensure attainment of school’s mission.

9. Identify, analyze, and apply research findings (e.g. effective school correlates) to promote school improvement.

10. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.

11. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each Academic Excellence Indicator.

12. Interview, select, and orient new staff. Approve all personnel assigned to campus.

13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.

14. Observe employee performance, record observations, and conduct evaluation conferences with staff.

15. Assign and promote campus personnel.

16. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus.

17. Work with campus-level planning and decision-making committees to plan professional development activities.

18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

19. Comply with district policies and state and federal laws and regulations affecting the schools.


21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.

22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe campus. Direct and manage extracurricular and intramural programs including management of multiple activity funds.

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
Elementary School Principal

24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.

25. Conduct conferences about student and school issues with parents, students, and teachers.

26. Articulate the school’s mission to the community and solicit its support in realizing the mission.

27. Demonstrate awareness of school and community needs and initiate activities to meet those needs.

28. Use appropriate and effective techniques to encourage community and parent involvement.

29. Develop professional skills appropriate to job assignment.

30. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.

31. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the performance of staff assigned to campus including assistant principal(s), teacher(s), counselor(s), librarian(s), aides, clerical and support staff.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Ability to think clearly in stressful situations and a high stress tolerance required, high physical stamina necessary and extended amount of walking necessary. Occasional districtwide and statewide travel; frequent prolonged and irregular hours. Use of Dell and Macintosh computers and related equipment.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.
Elementary School Principal

ACKNOWLEDGMENT

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

______________________________  ______________________________
Employee Signature             Date

______________________________  ______________________________
Printed Name                   Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.