



# Longview Independent School District

## **JOB DESCRIPTION** **PRINCIPAL – MIDDLE SCHOOL** **STEAM ACADEMY**

<b>JOB TITLE:</b>	Principal – Middle School STEAM Academy	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assistant Superintendent, Campus Accountability	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Administrative 6

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### **PRIMARY PURPOSE:**

Direct and manage the instructional program and supervise operations and personnel at the campus level; provide instructional 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 from an accredited college or university  
Texas Mid-Management or other appropriate Texas certificate  
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### **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

#### **Experience:**

Minimum three years of successful experience as a classroom teacher/supervisor

Minimum three years of successful experience in instructional leadership roles at the secondary level; instructional leadership training; successful experience in a culturally diverse middle school or comparable administrative experience, preferred



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### MAJOR RESPONSIBILITIES AND DUTIES:

#### Instructional Management

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, operation, supervision, and evaluation of campus education program; include students and community representatives when appropriate
3. Participate in development and evaluation of STEAM educational programs
4. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate
5. Promote the use of technology in teaching/learning process

#### School or Organization Morale

6. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals
7. Foster collegiality and team building among staff members; encourage their active involvement in decision-making process
8. Provide for two-way communication with superintendent, staff, students, parents, and community
9. Communicate and promote expectations for high-level performance to staff and students; recognize excellence and achievement
10. Ensure the effective and quick resolution of conflicts
11. Serve as a Liaison to the District Magnet Grant Manager and ensure communication and collaboration for grant compliance

#### School or Organization Improvement

12. 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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### School or Organization Improvement (continued)

13. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement
14. 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
15. Develop, maintain, and use information systems and records necessary to show campus progress on performance objectives addressing each academic excellence indicator

#### Personnel Management

16. Interview, select, and orient new staff; approve all personnel assigned to campus
17. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public
18. Observe employee performance, record observations, and conduct evaluation conferences with staff
19. Assign and promote campus personnel
20. Make recommendations to superintendent on termination, suspension, or non-renewal of employees assigned to campus
21. Work with campus-level planning and decision-making committees to plan professional development activities
22. Confer with subordinates regarding their professional growth; work with them to develop and accomplish improvement goals

#### Management of Fiscal, Administrative, and Facilities Functions

23. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs; keep programs within budget limits; maintain fiscal control; accurately report fiscal information



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#### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

##### Management of Fiscal, Administrative, and Facilities Functions (continued)

24. 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
25. Manage use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus

*[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds]*

##### Student Management

26. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate
27. 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
28. Conduct conferences about student and school issues with parents, students, and teachers

##### Professional Growth and Development

29. Develop professional skills appropriate to job assignment
30. Demonstrate professional, ethical, and responsible behavior; serve as a role model for all campus staff

##### School or Community Relations

31. Articulate the school's mission to the community and solicit its support in realizing the mission
32. Demonstrate awareness of school and community needs and initiate activities to meet those needs
33. Use appropriate and effective techniques to encourage community and parent involvement



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other**

34. Comply with district policies, as well as state and federal laws and regulations
35. Adhere to the district's safety policies and procedures
36. Maintain confidentiality in the conduct of district business
37. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
38. Demonstrate regular and prompt attendance
39. 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), instructional aides, clerical support staff, and custodians

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### **WORKING CONDITIONS: (continued)**

#### **Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **EVALUATION:**

T-PESS

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: AUG., 2020**