



Flour Bluff Independent School District Job Description

JOB TITLE: Principal

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Superintendent/Deputy Superintendent

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

QUALIFICATIONS:

Minimum Education/Certification:

- Master's degree in educational administration
- Valid Texas mid-management certificate or another appropriate Texas certificate
- Certified instructional supervisor and appraiser in Professional Development and Appraisal System (PDAS)

Special Knowledge/Skills:

- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Strong communication, public relations, and interpersonal skills

Minimum Experience:

- Three years' experience as a classroom teacher
- Three years' experience in instructional leadership roles

MAJOR RESPONSIBILITIES AND DUTIES:**ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students and community representatives (when appropriate).

ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE

1. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
2. Foster collegiality and team building among staff; encourage their active involvement in the decision process.
3. Provide for two-way communication with superintendent, staff, students, parents, and community.
4. Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.
5. Facilitate effective and timely resolution of conflicts.

ROLE 3: SCHOOL/ORGANIZATION IMPROVEMENT

1. Determine and build a common vision with staff for school improvement; direct planning activities and implement program collaboratively with staff to ensure attainment of school's mission.
2. Utilizes the Academic Excellence Indicator System (AEIS) data and information for collaboration planning for campus improvement.
3. Identify, analyze, and apply research findings (e.g., effective school correlates) to facilitate school improvement.
4. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members.
5. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator.

ROLE 4: PERSONNEL MANAGEMENT

1. Interview and select new staff and approve all campus personnel assigned.
2. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
3. Observe employee performance, record observations, and conduct evaluation conferences with all staff.
4. Make recommendations relative to personnel placement, transfer retention, promotion, and dismissal.
5. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

ROLE 5: ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

1. Comply with district policies, as well as state and federal laws and regulations affecting the schools.
2. Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
3. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.

ROLE 6: STUDENT MANAGEMENT

1. Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate.
2. Ensure that school rules are uniformly observed, and that student discipline is appropriate and equitable.
3. Conduct conferences with parents, students, and teachers concerning school and student issues.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

1. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
2. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
3. Observe professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

1. Articulate the school's mission to the community and solicit its support in realizing the mission.
2. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
3. Use appropriate and effective techniques for community and parent involvement.
4. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals.

Posture:

Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment:

May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.