



Flour Bluff Independent School District Job Description

JOB TITLE: Junior High Principal

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Superintendent/Deputy Superintendent

DATE REVISED: 02/2025

PRIMARY PURPOSE:

- The role of the Principal, in administering the various programs activities, and services of the school 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 directives, is to interact effectively with each component of the educational setting to create an environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values to each area of life.

QUALIFICATIONS:

- Master's degree
- Mid-management and/or Principal certification as per Texas Education Agency
- Prior successful experience as teacher, administrator, director, or supervisor

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Serves as the instructional leader by establishing academic excellence as the campus priority.
2. Exhibits knowledge of state and local curriculum mandates and options for campus grade level.
3. Ensures, through lesson plans and grade book monitoring, that instruction is appropriately paced for student mastery and success.
4. Visits regularly in classrooms for evaluations of instruction, instructional techniques, and programs.
5. Supervises and supports guidelines for special programs or services (Chapter/Title 1, Special Education, Gifted and Talented, ESL, honors, vocational, state grants, etc.) assigned to campus.
6. Provides extension and acceleration opportunities for able students on his or her campus.
7. Is knowledgeable of student failures and provides alternatives with tutorials and remediation opportunities.
8. Assures administrative responsibility relative to student co-curricular and extra-curricular activities.

ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE

1. Communicates effectively with staff members through faculty meetings, etc.
2. Provides school and staff with needed materials, equipment, etc. in a timely manner.
3. Adheres to Professional Ethical Standards and professional channels in relationships and communications with students, parents, peers, and support personnel.
4. Prepares master schedule and ensures its effectiveness for operation and its compliance with accreditation standards and other applicable guidelines.
5. Accepts responsibility of textbooks and maintains a system of control.

ROLE 3: SCHOOL/ORGANIZATION IMPROVEMENT

1. Establishes TAKS/basic skills mastery as a goal for all students and evaluates standardized student assessment data.
2. Ensures parent/teacher conferences and notification regarding student failures, TAKS non-mastery, and discipline problems.
3. Utilizes the Academic Excellence Indicator System (AEIS) data and information for collaboration planning for campus improvement.

ROLE 4: PERSONNEL MANAGEMENT

1. Supervises the appraisal process on his or her campus.
2. Participates in the selection of personnel and orients new personnel to campus procedures.

3. Approves all personnel absences, maintains records, and submits related documents to the central office in a timely manner.

ROLE 5: ADMINISTRATION & FISCAL/FACILITIES MANAGEMENT

1. Exhibits a knowledge of accreditation standards and ensures his or her campus is in compliance with these standards. The Superintendent is advised of accreditation violations beyond his or her control.
2. Provides for efficient student attendance account, student records maintenance, and compliance with district requirements regarding age, residence status, immunizations, etc.
3. Provides supervisory leadership and guidance in the care, security, maintenance, and repair of assigned campus and equipment.
4. Prepares and submits inventories as required by central administration.
5. Develops and implements effective safety and emergency programs and procedures as needed and/or required.
6. Involves appropriate personnel in the development of the campus budget and prepares total budget for submission to the Superintendent or his designee.
7. Manages fiscal funds and submits requests for budgetary items according to district guidelines and procedures.
8. Makes provisions for the attainment of substitute teachers.
9. Prepares records, reports, etc. and exhibits punctuality and dependability in preparing records and reports and attending meetings.

ROLE 6: STUDENT MANAGEMENT

1. Utilizes acceptable and approved disciplinary measures and trains staff in student self-discipline and self-esteem techniques.
2. Provides updated handbooks for students and faculty personnel.
3. Follows established business office procedures regarding transportation services and provides administrative control of student's relation to behavior.

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

1. Exhibits leadership in in-service planning and delivery for his or her staff professional growth needs.
2. Demonstrates knowledge and enforcement of District Policies and Administrative Procedures applicable to the position of principal, and is knowledgeable of current educational programs, trends, etc.
3. Provide leadership in addressing challenges facing the profession; pursues professional development activities; disseminate ideas and information to other professionals.
4. Accepts and performs additional school related assignments in a positive and efficient manner.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

1. Promotes positive school-community relations through news releases, school programs, school/parent organizations and communications.

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.