

**Job Title:** Principal-Secondary

**Wage/Hour Status:** Exempt

**Reports to:** Director of Secondary Learning and Leading

**Primary Purpose:**

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of the Life School mission, the **Principal-Secondary** will provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities and personnel. Demonstrate professional, ethical, and responsible behavior; while serving as a role model for all campus staff and students.

**Qualifications:**

**Education/Certification:**

Master's degree in educational administration  
Texas Principal or other appropriate Texas certificate

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction  
Ability to evaluate instructional program, teaching effectiveness, and interpreting data  
Ability to manage budget and personnel  
Ability to coordinate campus functions  
Ability to implement policy and procedures  
Strong organizational, communication, public relations, and interpersonal skills

**Experience:**

Two years experience as a classroom teacher  
Two years experience in instructional leadership roles preferred

**Major Responsibilities and Duties:**

**Instructional Management**

- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

**School or Organization Morale**

- Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.
- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process. Ensure the effective and quick resolution of conflicts.
- Provide for two-way communication with superintendent, staff, students, parents, and community.

**School or Organization Improvement**

- 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.
- Establish campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.

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### **Personnel Management**

- Interview, select, and orient new staff. Approve all personnel assigned to campus. Make recommendations to superintendent on termination, suspension, or retention of employees assigned to campus.
- Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, conduct evaluation conferences with staff, and work to develop and accomplish improvement goals regarding their professional growth.
- Work with campus-level planning and decision-making committees to plan professional development activities.

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

- Comply with district policies and state and federal laws and regulations affecting the schools.
- Develop campus budgets based on documented program needs and estimated enrollment, ensuring operations are cost effective and funds are managed wisely.
- Compile, maintain, and file reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
- Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.
- Direct and manage extracurricular and intramural programs including of multiple activity funds.

### **Student Management**

- Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
- 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.
- Conduct conferences about student and school issues with parents, students, and teachers.
- Act as, or designate, a Campus Behavior Coordinator in accordance with state laws and regulations.

### **School or Community Relations**

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

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of staff assigned to campus.

### **Working Conditions:**

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

Maintain emotional control under stress; work prolonged or irregular hours. Frequent standing, stooping, bending, walking, lifting, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. Work may be required both inside and outside.

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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 and duties that may be assigned or skills that may be required.

Employee Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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