

PERSONNEL POSITIONS

DP  
(LOCAL)

PRINCIPAL  
QUALIFICATIONS

In addition to the certification requirement as outlined in DP(LEGAL), the principal ~~shall~~ should have:

1. Three years of creditable teaching experience as a successful classroom teacher;
2. Working knowledge of curriculum and instruction;
3. ~~Working knowledge of curriculum and instruction. The ability to evaluate instructional program and teaching effectiveness;~~
4. ~~Successful experience in school management and effective discipline. The ability to manage budget and personnel and coordinate campus functions;~~
5. ~~Strong communications, public relations, and interpersonal skills. The ability to explain policy, procedures, and data;~~
6. ~~Training in budget development/implementation. Strong communications, public relations, and interpersonal skills;~~
6. ~~Experience in organizational planning and development.~~
7. ~~Reasonable expectations for students, teachers, parents, and colleagues associated with large urban school districts. Prior experience in instructional leadership roles;~~
8. Sensitivity to needs of a multilingual/multicultural/multiethnic school and community population; and
9. Other qualifications deemed necessary by the Board.
10. ~~Prior experience in instructional leadership roles.~~
9. ~~Sensitivity to needs of a multilingual/multicultural school and community population.~~
11. ~~Other qualifications deemed necessary by the Board.~~

JOB GOAL

~~The principal shall direct and manage the instructional program and supervise operations at the campus level; provide instructional leadership to ensure high standards of instructional service, which shall result in high levels of student achievement; direct the implementation of District policies at the campus level; and manage the operation of all campus activities.~~

PRIMARY ROLE

The primary role of the principal shall be to ensure an effective instructional program for all students under his or her jurisdiction. As the recognized instructional leader, the principal shall in turn hold all school personnel within his or her building accountable for their performance and effectiveness.

PERSONNEL

All personnel assigned to a building shall be accountable to the principal unless specifically designated otherwise by the Superintendent of Schools.

DUTIES

The principal shall:

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. [See BQ series]~~

SCHOOL/  
ORGANIZATIONAL  
CLIMATE

3. ~~Provide instructional resources and materials to support teaching staff in accomplishing instructional goals. [See EFA]~~

4. ~~Foster collegiality and team building among staff; encourage their active involvement in the decision process. [See BQ series]~~

5. ~~Provide for two-way communication with the General Superintendent, staff, students, parents, and community.~~

6. ~~Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement.~~

7. ~~Facilitate effective and timely resolution of conflicts. [See DGBA, EFA, FNG, GF]~~

SCHOOL/  
ORGANIZATIONAL  
IMPROVEMENT

8. ~~Determine and build a common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of school's mission. [See AF(LOCAL) and BQ series]~~

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

10. ~~Lead a collaborative process involving staff, parents, and community members to develop campus performance objectives for each academic excellence indicator (AEI) relevant to his or her campus. [See BQ series]~~

11. ~~Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator. [See CPC]~~

PERSONNEL POSITIONS

DP  
(LOCAL)

~~PERSONNEL  
MANAGEMENT~~

- ~~12.— Interview, select, and orient new educational staff and approve assignment of professional, professional support, office support, and custodial personnel.~~

~~Interviewing, selection, evaluation, placement, supervision, transfer, retention, promotion, nonrenewal and dismissal of food service supervisors shall be coordinated jointly between the principal and the food service administrator. Orientation regarding job duties and responsibilities shall be provided by the food service administrator.~~

~~Interviewing, selection, evaluation, placement, transfer, retention, promotion, and dismissal of food service technicians and assistants shall be delegated to food service department administrators.~~

- ~~13.— Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.~~

- ~~14.— Observe employee performance, record observations, and conduct evaluation conferences with all staff. [See DN series]~~

- ~~15.— Make recommendations relative to personnel placement, transfer, retention, promotion, nonrenewal, and dismissal for all professional, professional support, office support, and custodial personnel.~~

~~In the event the principal fails to select a food service supervisor within three weeks of receiving a list of approved qualified applicants, the assignment will be made by the Food Services Department, and will not become permanent until completion of the probationary period and principal's approval. The applicants shall be selected from a pool provided by the Human Resource Services Department and approved by the Food Services Department.~~

- ~~16.— Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals. [See DN series]~~

- ~~17.— Involve campus staff in the planning of staff development activities. [See DMA, BQ series]~~

~~ADMINISTRATION  
AND FISCAL/  
FACILITIES  
MANAGEMENT~~

- ~~18.— Comply with District policies, as well as state and federal laws and regulations affecting the schools.~~

- ~~19.— Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement~~

PERSONNEL POSITIONS

DP  
(LOCAL)

- ~~programs within budget limits; maintain fiscal control; accurately report fiscal information. [See CE]~~
20. ~~Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus. [See CKA, CKC, GKD]~~
- STUDENT MANAGEMENT**
21. ~~Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate. [See FN(LOCAL)]~~
22. ~~Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable. [See FN/FO series]~~
23. ~~Conduct conferences with parents, students, and teachers concerning school and student issues.~~
- PROFESSIONAL GROWTH AND DEVELOPMENT**
24. ~~Use information and insights provided through assessment instruments, the District appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.~~
25. ~~Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.~~
26. ~~Observe professional ethical standards in accordance with generally accepted community standards and the TEA code of ethics. [See DH(EXHIBIT)]~~
- SCHOOL/ COMMUNITY RELATIONS**
27. ~~Articulate the school's mission to the community and solicit its support in realizing the mission. [See AF, GB series]~~
28. ~~Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.~~
29. ~~Use appropriate and effective techniques for community and parent involvement.~~
- LANGUAGE PROFICIENCY REQUIREMENT**
30. At any campus other than a campus rated exemplary or recognized that has a student population that is at least 50 percent LEP or LEP-exited, the principal, associate principal, or assistant principal must be proficient in the primary language of the majority LEP or LEP-exited students. A campus that does not have an associate principal or assistant principal due to enrollment size may use the counselor to fulfill the language proficiency requirement.
- ~~The language proficiency requirement must be met no later than September 2008 for any campus affected by this policy.~~

PERSONNEL POSITIONS

DP  
(LOCAL)

The District shall provide the necessary language instruction to meet this goal at no cost to the employees. The **General Superintendent of Schools** or designee shall develop standards for proficiency.