San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Principal/High School	**Exemption Status:**	Exempt
Reports to:	Assistant Superintendent of Academic Services	**Pay Grade:**	08
Works with:	Teacher/Admin./Students/Parents	**Days:**	226
Dept. /School:	High School	**Date Revised:**	04/15/2020

Primary Purpose:

To coordinate and administer the various programs of his 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 regulations, is to interact effectively with each component of the educational setting to create and educational environment which is conducive to learning and which provides opportunities, strengthens areas of weakness and extends positive values to each facet of life.

Prerequisites:

- Master's degree;
- Professional Mid-Management Certificate; Administrator Certificate; or Principal Certificate;
- T-TESS (Texas Teacher Evaluation and Support System) and T-PESS (Texas Principal Evaluation and Support System) and ILD (Instructional Leadership Development) or AEL (Advancing Educational Leadership) training certificates;
- Three years teaching experience; and
- Three years of administrative experience.

Major Responsibilities and Duties:

1. To direct and supervise the instructional program for the school.
2. To maintain a regular schedule for classroom visitation to appraise the effectiveness of teaching personnel, to improve the quality of teaching techniques and methodology, to provide a system for teacher conferencing and to establish a basis for teacher rating and evaluation.
3. To monitor and coordinate the supervisory efforts with the school staff and to oversee the in-service training activities in all departments of the campus.
4. To coordinate and assist in the effective maintenance of the counseling and guidance program.
5. To recommend to Personnel the number of teaching stations, teaching load, number and size of class sections and changes.
6. To administer a program of supervision for all activities of the school.
7. To advise the Personnel Office on all personnel assigned to the campus and to make recommendations for or against the reelection of said personnel.
8. To recommend to Personnel Office, personnel under consideration for appointment to the faculty.
9. To direct and evaluate the work of all assigned personnel in accordance with their respective job descriptions.
10. To supervise the operation of the building, grounds, and other school property on the campus in cooperation with the Superintendent.
11. To work cooperatively with the members of the administrative staff and the District programs assigned to their areas of responsibility.
12. To assist in the administration of the school lunchroom program within the building.
13. To coordinate the High School activities with other units within the system.
14. To hold regular fire drills and to provide for the teaching of fire prevention according to state law.
15. To direct all student accounting for the school and to obtain and file all required records.
16. To obtain all health records for all students transferring into the district and to direct the work of the school

nurse on the High School campus.
17. To cultivate good relations between pupils, teachers and the community.
18. To supervise income from activities deposited into the school activity fund other than athletics and to transfer
19. same to the Business Manager for deposit.
20. To direct such accounting for tickets, concessions, etc., on forms and in such manner as required by the Business Manager and to obtain an official receipt for same.
21. To requisition checks and warrants for expenses in connection with extra-curricular activities as provided in the contract or by budget allocations.
22. To bear the responsibility for the preparation of a preliminary budget for all departments of the school, keep totals within the funds allowable to the High School and to district funds to each department as deemed appropriate.
23. To assure that the professional staff of the school is familiar with and adheres to the Teacher's Code of Ethics as developed by the Teacher's Professional Practices Commission of the State of Texas.
24. Perform disaster duty when directed (hurricanes, etc.)
25. Interact with teachers and students to maintain desirable student discipline, and to be responsible for administering appropriate disciplinary corrective measures to students exhibiting unacceptable behavior and to teachers demonstrating weakness in control of student discipline.
26. To administer within the school approved regulations of the administration and policies of the Board of Education.
27. Develop campus performance objectives.
28. Other duties as assigned by the Superintendent.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: Nate Carman, Ed.D Date: 4/27/2020