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 (Middle School)	**Exemption Status:**	Exempt
Reports to:	Asst. Superintendent of Academic Services	**Pay Grade:**	07
Works with:	District Staff/Students/Parents	**Days:**	226
Dept. /School:	Assigned Campus	**Date Revised:**	06/01/2020

Primary Purpose:

The role of the Principal is to direct and manage the instructional program and supervise operations at the campus level. He/she provides instructional leadership to ensure high standards of instructional service and directs the implementation of district policies and instructional programs and manages the operation of all campus activities. The principal carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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; and
- Three years of classroom teaching experience.

Major Responsibilities and Duties:

1. Plans for the organization and assignment of campus resources for the instructional program including personnel, facilities, materials and schedules.
2. Communicates with faculty, students and parents to disseminate district information, coordinates team efforts for instruction, and community relations.
3. Observes classroom performance of teachers, evaluates the effectiveness of staff performance, and plans staff development activities for improvement in accordance with district and state requirements.
4. Maintains adequate and accurate documentation for contract decisions.
5. Keeps informed of and complies with all public education regulations and policies of the district, state and school concerning curriculum, student management and personnel.
6. Provides for proper supervision of students in all curricula and curricular activities.
7. Provides reports and information requested to the board, superintendent and central administration.
8. Oversees support services at the campus, including food service, maintenance and transportation.
9. Promotes professional improvement of staff personnel through activities approved by the board.
10. Establishes and maintains an equitable standard of conduct which is supportive of the districts conduct and instructional policies.
11. Promotes guidance and counseling program that will furnish assistance desired by parents, teachers and students.
12. Performs disaster duty when directed (hurricanes, etc.)
13. Develops campus performance objectives.
14. Supervises and evaluates the performance of all campus personnel.

15. Performs other duties as assigned.

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: _____ Date: _____