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/Positive Redirection Center	**Exemption Status:**	Exempt
Reports to:	Asst. Supt. of Academic Services	**Pay Grade:**	06
Works with:	District Staff/Students	**Days:**	226
Dept./School:	Positive Redirection Center	**Date Revised:**	06/11/2020

Primary Purpose:

To supervise and administer the instructional program and support operations at the P.R.C. This position provides staff and program leadership to assure high standards of instructional service. The principal directs the implementation of district policies and instructional programs and manages the operation of all campus activities.

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. Plans for the organization and assignment of campus resources for the instructional program including personnel, facilities, materials and schedules.
2. Serve as a liaison between the program and other district administrative staff as to the conditions and needs of the school.
3. Communicates with faculty, students and parents to disseminate district information, coordinates team efforts for instruction and community relations.
4. Supervises and evaluates the performance of P.R.C. personnel.
5. Coordinate the involvement of all organizations and agencies which sponsor and/or conduct activities within the framework of the program.
6. Serves as the communication link between the program and those public and private organizations which provide educational and social services for the project.
7. Facilitate understanding and working relationships between the program personnel, principals, home campus teaching staff, custodial staff and other district staff.
8. Observes classroom performance of teachers, evaluates the effectiveness and plans for staff development activities for improvement in accordance with district and state requirements.
9. Monitor program operations and conduct regular systematic inspections.
10. Interpret the aims & objectives of the program to the community at every opportunity.
11. Develop additional funding sources to supplement and expand programs and services.
12. Serve on the PRC Placement Committee.
13. Serve on the PRC Exit Recommendation Committee.
14. Assist with the orientation of students assigned to the PRC.

15. Demonstrate and maintain effective communication with students and staff and home campus personnel.
16. Continually promote a positive self-image to all students and staff.
17. Contribute to a positive atmosphere in which all constituents cooperate to provide an environment conducive to maximum learning for each student.
18. Maintain adequate documentation for contract decisions
19. Keeps informed of and complies with all public education regulations and policies of the district, state and school concerning curriculum, student management and personnel.
20. Reflect high moral standards by adhering to the code of ethics and standard practices of the teaching profession.
21. Demonstrate and maintain a continuous effort to achieve professional development, attitudes, and conduct.
22. Provides for proper supervision of students in all curricula and curricular activities.
23. Provides reports and information requested to the board, superintendent and central administration.
24. Promotes professional improvement of staff personnel through activities approved by the board.
25. Promotes guidance and counseling program that will furnish assistance desired by parents, teachers and students.
26. Establishes and maintains an equitable standard of conduct which is supportive of the districts conduct and instructional policies.
27. Perform disaster duty when directed (hurricanes, etc.)
28. Perform 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: _____