

District: Wall ISD

Campus: Wall Elementary

Position: Principal

Primary Purpose: Direct and manage overall campus operations. Responsible for leadership of the campus instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instruction programs and effective operation of all campus activities.

Qualifications:

Educational/Certification

Master's Degree in educational administration

Texas principal certificate

Texas Teacher Evaluation and Support System

Required Knowledge/Skills

Working knowledge of curriculum and instruction

Ability to evaluate instructional program and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent organizational, communication, public relations, and interpersonal skills

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings advance outcomes.
2. Provide instructional resources and materials needed to accomplish instructional goals.
3. Establish clear expectations for staff performance with regard to instructional strategies.

4. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
5. Solicit regular input from campus level committee about planning, operation, supervision, and evaluation of campus programs.

School/Organizational Improvement

1. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.
2. Establish goals based on Texas Academic Performance Report and other measurable criteria.
3. Implement programs to ensure attainment of school's mission.

Student Management

1. Act as campus behavioral coordinator in accordance with local policy and state law.
2. Work with stakeholders to develop a student discipline policy that results in positive student behavior.
3. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
4. Conduct conferences about student and school issues with parents, students, and teachers.

Management of Fiscal, Administrative, and Facilities Functions

1. Comply with district policies, state and federal laws, and regulations affecting schools.
2. Develop and administer campus budgets based on program needs with enrollment data ensuring operations costs are effective and funds managed wisely.
3. Manage use of school facilities. Oversee maintenance of facilities to ensure clean, orderly, and safe campus.

Personnel Management

1. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus through T-TESS and other evaluative processes.

2. Observe employee performance, record observations, and conduct evaluation conferences with staff.
3. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
4. Work with campus level planning to guide professional development activities.

School and Community Relations

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

Supervisory Responsibilities:

1. Supervise, evaluate, and recommend the hiring and firing of all staff assigned to the campus.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard Office equipment including personal computer and software accordingly.

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district and statewide travel

Mental Demands: Work with frequent interruptions, ability to multi-task, maintain emotional control under stress

Occasional light lifting; occasional physical restraint of students to control behavior

Salary Range: Dependent on experience

Contract length: 207 Days

Deadline to apply: April 17, 2019. Interest applicants may send resume to Russell Dacy through regular mail at Wall ISD (attention Russell Dacy), P.O. Box 259, Wall, Texas 76957 or email at russell.dacy@wallisd.net.

For more information, contact Russell Dacy at 325-651-7790 or russell.dacy@wallisd.net