

**West Sabine ISD
Job Vacancy
Secondary Principal-Grades 6-12**

Reports to: Superintendent

Primary Purpose:

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Direct the implementation of district policies and instructional programs and manage the operations of all campus activities.

Qualifications:

Education/Certification:

Master's degree in educational administration
Texas principal or other appropriate Texas certificate
Texas Teacher Evaluation and Support System (T-TESS)

Special Knowledge/Skills:

Working knowledge of curriculum and instruction
Ability to evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, public relations, and interpersonal skills

Experience:

Three years experience as a classroom teacher
Three years experience in instructional leadership roles

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.
2. Provide instructional resources and materials needed to accomplish instructional goals.
3. Establish clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
5. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

School or Organization Improvement

6. Build a common vision for school improvement with staff. Direct planning activities and implement programs to ensure attainment of school's mission.
7. Establish campus performance objectives using the campus planning process and involving site-based decision making committee. Demonstrate campus progress using results to promote school improvement.
8. Provide opportunities for interactive communication with Superintendent, staff, students, parents, and community.

Student Management

9. Act as campus behavioral coordinator in accordance with state laws and regulations.
10. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
12. Conduct conferences about student and school issues with parents, students, and teachers.

Management of Fiscal, Administrative, and Facilities Functions

13. Comply with district policies, state and federal laws, and regulations affecting schools.
14. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
15. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
16. Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus.

[Secondary Principals: Direct and manage extracurricular and intramural programs including management of multiple activity funds.]

Personnel Management

17. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
18. Observe employee performance, record observations, and conduct evaluation conferences with staff.
19. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
20. Work with campus-level planning and decision-making committees to plan professional development activities.

School or Community Relations

21. Articulate the school's mission to the community and solicit its support in realizing the mission.
22. 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.

Working Conditions

23. Ability to communicate effectively (verbal and written.)
24. Implement policy and procedures.
25. Ability to interpret data and coordinate campus functions.
26. Maintain emotional control under stress.
27. Frequent prolonged and irregular hours.

Environmental Demands

28. Normal office environment.

29. Occasional district and statewide travel.

The above statements described the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Salary Range: \$ 73,712 to \$ 101,790

How to apply: Please submit all correspondence to the attention of Carla Powell, Supt. Secretary by one of the listed methods.

Email: carla.powell@westsabineisd.net

Fax: 409-584-2139

US Mail: PO Box 869; Pineland, Texas 75968

In District:

- Submit letter of interest
- Transcript(s),
- Certification(s)
- Resume'

Out of District:

- **District Application (download from website @ www.westsabineisd.net**
- Resume'
- Service Record(s)
- Transcript(s)
- Certification(s)

The West Sabine ISD does not discriminate on the basis of age, color, disability, national origin, race, religion, or sex in the educational programs or activities that it operates and is an equal opportunity employer.