

Killeen Independent School District Job Description

Job Title: Principal Career Center
Reports To: Chief College, Career & Military Readiness Officer
FLSA Status: Exempt

SUMMARY

Directs and manages 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 instructional programs, and effective operation of all campus activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assumes administrative responsibility and instructional leadership, under the supervision of the Executive Director for Career and Technical Education, for discipline at the campus.

Monitors instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.

Provides instructional resources and materials needed to accomplish instructional goals.

Establishes clear expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.

Fosters collegiality and team building among staff members. Encourages their active involvement in decision-making process.

Solicits regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education programs. Includes students and community representatives when appropriate.

Builds a common vision for school improvement with staff. Directs planning activities and implements programs to ensure attainment of school's mission.

Establishes campus performance objectives for Academic Excellence Indicators using the campus planning process and involves site-based decision-making committee. Demonstrates campus progress using results to promote school improvement.

Provides opportunities for interactive communication with superintendent, staff, students, parents, and community.

Acts as campus behavioral coordinator in accordance with state laws and regulations.

Works with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.

Ensures that school rules are uniformly applied, and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.

Conducts conferences about student and school issues with parents, students, and teachers.

Analyzes and uses student performance data to provide focus and precision to instructional goal setting, campus planning, budgetary decision, and professional development opportunities.

Complies with district policies, state and federal laws, and regulations affecting schools.

Develops and administers campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.

Compiles, maintains, and files all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.

Manages use of school facilities. Oversees maintenance of facilities to ensure a clean, orderly, and safe campus.

Selects, trains, supervises, and evaluates staff and make recommendations relative to assignment, retention, discipline, and dismissal. Approves all personnel assigned to campus.

Observes employee performance, records observations, and conducts evaluation conferences with staff.

Coaches staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.

Works with campus-level planning and decision-making committees to plan professional development activities.

Articulates the school's mission to the community and solicits its support in realizing the mission.

Oversees all campus-level, PEIMS-related data entry, validation and reporting requirements as described in Student Attendance Accounting Handbook and PEIMS Data Standards as well as delegation of specific PEIMS responsibilities to designated staff.

Demonstrates awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

Ensures that the Code of Ethics and Standard practices for Texas Educators is followed and uses an understanding of legal issues to make sound decisions.

Performs any duties assigned by the Superintendent pursuant to Board policy.

HIGH SCHOOL, ONLY:

Appoints a volunteer teacher as the teacher recruiting officer for the school to provide information about the teaching profession, and to encourage talented students to become teachers.

Serves or appoints someone to serve, as deputy voter registrar for the county in which the school is located.

SUPERVISORY RESPONSIBILITIES

Manages all teachers and staff at the assigned campus. Is responsible for the overall direction, coordination, and evaluation of this campus. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree, three years teaching experience and a minimum of two years experience in instructional leadership roles.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal certification.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, faculty, parents, students and the community. Strong communications, public relations, and interpersonal skills.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Must be familiar with computers, such as word processing, e-mail, and internet. Working knowledge of curriculum and instruction; ability to manage budget and personnel, and to coordinate campus functions; and the ability to interpret policy, procedures, and data.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must occasionally be able to restrain students, without injuring students. Must occasionally be able to run after a student and/or react quickly to violent situations. Additionally, the employee must occasionally deal with students and adults in tense and confrontational situations.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions.

Revised Date: April 8, 2019

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