

Killeen Independent School District Job Description

Job Title: Principal for Early College High School
Reports To: Chief College, Career and Military Readiness Officer
FLSA Status: Exempt

SUMMARY

Provides students enrolled in the Early College High School (ECHS) program with access to an education, training, and experience that will lead to their high school graduation and associate degree.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains current on of all pertinent district rules and regulations and ensures that the Early College High School meets such requirements and standards.

Plans, develops, coordinates, evaluates and supervises instructional programs.

Monitors lesson planning and delivery to ensure the alignment of curriculum, instruction and assessment, as well as ensuring that lessons meet TEKS objectives, college readiness standards and individual student needs.

Develops and maintains a clear plan for assessing and tracking college readiness for all students.

Supervises and maintains a curriculum plan with the school's higher education partner. Guarantees the availability of a high school diploma along with 60 college credit hours.

Assists guidance personnel in administering the interview, admissions, and exit procedures for students participating in the Early College High School.

Assists guidance personnel in the counseling and evaluation of students enrolled in the program.

Supervises the individualized academic program to meet the needs of all students enrolled in ECHS.

Researches and incorporates established best practices for ECHS instruction including differentiated and accelerated instruction, rigorous curriculum and strong academic support programs such as AVID.

Fosters collaboration between ECHS and higher education partner leadership and faculty for the purpose of improved instruction and curriculum alignment.

Promotes behavioral expectations and persistence through high school and promotes skills and awareness to succeed in college.

Demonstrates and initiates awareness of school/community needs.

Advances school culture that is aligned to school, mission, vision and ECHS best practices.

Reviews and works with partner to revise MOU to meet and cover the changing needs of the ECHS.

Develops and implements a plan for growth from 150-600 students during the first four years.

Maintains positive and collaborative relationships with the higher education partner institution.

Includes instructional programs, academic supports and relationships that address the needs of special populations, such as LEP, At-Risk, Special Ed.

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.

Ensures that designated staff attend relevant PEIMS trainings and are adequately prepared to perform PEIMS-related activities.

Disseminates PEIMS-related information from district PEIMS Coordinator, ESC staff or TEA to appropriate campus staff in a timely manner.

Oversees the certification of those who complete the program and their credits earned, and the issuance of credit certificates in lieu of report cards.

Ensures that grades and credits earned are posted on academic achievement records.

Oversees the development of instructional schedules for students.

Assists in evaluating and maintaining transcripts.

Coordinates the ECHS curriculum with other Killeen Independent School District (KISD) campuses.

Interprets the ECHS program to the student body, to the district's staff, to the administration, to the Board of Trustees and to the public.

Supervises the planning and implementing of career guidance services for students in the program.

Assists guidance personnel in planning, preparing, administering, and interpreting test results to students, parents, teachers, and administration.

Supervises the at-risk, LPAC, and other committees on campus.

Supervises all testing on campus.

Establishes and maintains a behavior management system that facilitates productive learning.

Establishes and maintains an inviting, receptive campus environment for parents and community by monitoring classrooms, parking lots, restrooms, etc.

Assists in the selection of potential staff for the program.

Conducts professional development for staff assigned to the program.

Appraises performance of ECHS staff and makes recommendations for contract renewal or nonrenewal.

Assumes responsibility for the collection, review, and submission of all forms and reports relative to the program to the administration, the Board of Trustees, and to state agencies such as JTPA, Department of Human Services, etc.

Prepares and administers ECHS's budget.

Monitors effectiveness of training with special attention to modification or redirection of curricula, course content, or teaching methods.

Develops and implements short-term and long-term campus plans with campus Site-Based Decision-Making committee.

Requisitions and disperses textbooks, maintains inventory, and completes year-end and/or completes clearance of textbooks and computer materials.

Oversees the preparation of all daily attendance reports and other matters dealing with attendance.

Coordinates all proposals and grants with proper entities.

Ensures that all ECHS clubs and activities on campus comply with KISD rules and regulations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages all teachers and staff at Early College High School. Is responsible for the overall direction, coordination, and evaluation of this campus. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, 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 Certificate.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Board of Trustee, administrators, teacher, staff, parents, students and the general public.

MATHEMATICAL SKILLS

Ability to calculate amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

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: October 30, 2018

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.