



## **INTERNAL CANDIDATES ONLY**

### **Secondary Summer School Principal**

### **Grades 6-12**

#### **JOB DESCRIPTION**

The Secondary Summer School Principal provides instructional leadership through planning, organizing, directing, supervising, and evaluating, the instructional program and personnel. Also assumes major managerial responsibility for operation of school program, personnel, budget, and facilities.

#### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Master's Degree
- Valid Administrative Certification
- Minimum of three years classroom teaching experience

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of technology, telecommunications, and information systems to enhance learning
- Experience in planning and presenting staff development

#### **DUTIES AND RESPONSIBILITIES**

1. Provides instructional leadership, resources, and materials to support teaching staff in accomplishing instructional goals and ensures that program activities are related to program outcomes
2. Determines and builds a common vision with staff for school improvement; directs planning activities and implements programs collaboratively with staff to ensure attainment of mission
3. Defines expectations for staff performance regarding instructional strategies, classroom management, and communication with the public
4. Observes employee performance, records observations, and conducts evaluation conferences with all staff
5. Makes recommendations relative to personnel, placement, transfer, retention, promotion, and dismissal
6. Complies with District policies, as well as state and federal laws and regulations, affecting the schools
7. Develops and administers the budget based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implements programs within budget limits, maintains fiscal control; accurately reports fiscal information
8. Uses information and insights provided through assessment instruments, the District appraisal process, evaluate feedback from line supervisors and professional development programs to improve performance
9. Provides leadership in addressing challenges facing the profession; pursues professional development activities, disseminates ideas and information to other professionals
10. Observes professional ethical standards in accordance with generally accepted community standards and the Texas Educators Code of Ethics
11. Performs other duties as assigned

#### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**TERMS OF EMPLOYMENT**

**PAY SCALE: \$7,500.00**

**NUMBER OF DAYS: 10 weeks**