
Job Description – Elementary School Principal (Bilingual / Dual Language Campus)

Primary Function: Under the direction of the Assistant Superintendent of Curriculum & Instruction, directs and manages the instructional program and supervises operations at the campus level. This position provides staff and program leadership to assure high standards of instructional service. The principal directs the implementation of district policies and instructional programs and manages the operation of all campus activities.

Education/Licenses/Experience: Master's degree in education administration. Texas Principal or other appropriate Texas certificate. Valid Texas teaching certification. T-Tess Appraiser Certification or willingness to obtain upon hire. Teaching experience at the appropriate level, with two to four years of experience in instructional leadership roles and working knowledge of curriculum and instruction. At least 3-4 years of administrative experience in the role of assistant principal or principal preferred. Bilingual and bilingual campus experience preferred.

Responsibilities/Duties:

Instructional Management

- Monitors instructional and managerial processes to ensure that program activities are related to program outcomes and uses these findings for corrective action and improvement, as well as for recognition of success
- Works with staff to plan, implement and evaluate the curriculum on a systematic basis; includes students and community representatives (when appropriate)

School/Organizational Climate

- Provides instructional resources and materials to support teaching staff in accomplishing instructional goals
- Fosters collegiality and team building among staff; encourages their active involvement in the decision-making process
- Provides for two-way communication with superintendent, assistant superintendents, staff, students, parents and community
- Communicates and promotes expectations for high-level performance from staff and students; recognizes excellence and achievement
- Facilitates effective and timely resolution of conflicts

School/Organizational Improvement

- Determines and builds a common vision with staff for school improvement; directs planning activities and implements program collaboratively with staff to ensure attainment of school's mission
- Identifies, analyzes and applies research findings (e.g., effective school correlates) to facilitate school improvement
- Develops, with the assistance of the site-based decision-making committee, annual campus performance objectives for each of the Academic Excellence Indicators
- Leads a collaborative process to develop campus performance objectives involving staff, parents and community members

- Develops, maintains and uses appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator

Personnel Management

- Interviews, selects and orients new staff and approves assignments of all campus personnel
- Defines expectations for staff performance regarding instructional strategies, classroom management and communication with the public
- Observes employee performance, records observations and conducts evaluation conferences with all staff
- Involves campus staff in the planning of staff development activities
- Makes recommendations relative to personnel placement, transfer, retention, promotion, non-renewal and dismissal
- Confers with subordinates regarding their professional growth; works jointly with them to develop and accomplish improvement goals

Administration and Fiscal/Facilities Management

- Complies with district policies, as well as state and federal laws and regulations affecting the schools
- Develops budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implements programs within budget limits; maintains fiscal control; accurately reports fiscal information
- Supervises maintenance of facilities to ensure a clean, orderly and safe campus

Student Management

- Works with faculty and encourages student input to develop a student management system that results in positive student behavior and enhances the school climate
- Ensures that school rules are uniformly observed and that student discipline is appropriate and equitable
- Conducts conferences with parents, students and teachers concerning school and student issues

Professional Growth and Development

- Uses information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors and professional development programs to improve performance
- Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals
- Observes professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency code of ethics

School Community Relations

- Articulates the school's mission to the community and solicits its support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs
- Uses appropriate and effective techniques for community and parent involvement

Supervisory Responsibilities

- Supervises and evaluates the performance of assistant principal, teachers, counselor(s), librarian and support staff

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Public relations
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Evaluate instructional program and teaching effectiveness
- Interpret policy, procedures and data
- Coordinate campus functions
- Coordinate campus support functions
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying – 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 217 work days. See current salary for Administrative Compensation Plan.

Revised: 6.11.2025

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

Employee Signature

Date