

Job Title: PRINCIPAL INTERN
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date: July 15, 2024

Primary Purpose

Assist the school principal in managing assigned areas of instructional program and campus level operations.

QUALIFICATIONS

Education/Certification

Master's degree from accredited university
Completion of Principal Residency Grant (PRG) requirements
Candidate for Texas Principal Certificate or
Texas Principal Certificate

Special Knowledge/Skills

Knowledge of campus operations
Working knowledge of curriculum and instruction
Ability to evaluate instructional program and teaching effectiveness
Ability to interpret data
Ability to manage personnel
Ability to implement policy and procedures
Strong organizational, communication, and interpersonal skills

Experience

Three years experience as a classroom teacher

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

1. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
2. Participate in program evaluation measures and make suggestions where improvement is needed.
3. Reinforce expectations for staff performance with regard to instructional strategies and classroom management.
4. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
5. Support the common vision for school improvement with staff. Assist with planning activities and implementing programs to ensure the attainment of the school's mission.
6. Assist principal in establishing campus performance objectives based on relevant student data.

School/Organizational Improvement

7. Participate in development of campus improvement plans with staff, parents, and community members.
8. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

Personnel Management

- 9. Assists with mentoring, coaching and supporting new and struggling teachers.
- 10. Assist principal in defining expectations and monitoring staff performance.

Student Management

- 11. Ensure that students are adequately supervised during non-instructional periods.
- 12. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- 13. Conduct conferences on student and school issues with parents, students, and teachers when appropriate.

Professional Growth and Development

- 14. Participate in professional development to improve skills related to job assignment.
- 15. Complete any pending Principal Residency Grant (PRG) requirements.

School/Community Relations

- 16. Articulate the school’s mission to community and solicit its support in realizing mission.
- 17. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- 18. Use appropriate and effective techniques to encourage community and parent involvement.
- 19. Perform other duties as assigned by the Principal.
- 20. Maintain confidentiality of information.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

Environment: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____