



LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

**Job Title:** High School Principal      **Wage/Hour Status:** Exempt  
**Reports to:** Superintendent      **Pay Grade:** Instructional Administrative/Professional  
108 Schedule  
**Dept/School:** Assigned Campus      (\$82,401.86 - \$116,157.22)  
**Initiated Date:** July 23, 2003  
**Revised Date:** April 4, 2011

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**District Primary Purpose:** To assist and promote La Joya ISD District in implementing a rigorous curriculum/instructional program that supports student success and achievement.

**Department Primary Purpose:** Provide visionary instructional leadership to ensure high standards of instructional service. Direct, manage and supervise operations at the campus level. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

**Qualifications:**

**Education/Certification:** Texas Standard Principal Certificate/or  
Mid-Management Certificate  
Master's Degree or Higher  
PDAS Certification

**Experience/Knowledge:** Five years successful experience in secondary school administration or instructional leadership roles. Proven success in leading a school toward continuous improvement in academic goals.  
Excellent communications and interpersonal skills.

**Major Responsibilities and Duties:**

1. Develop and monitor instructional and administrative process to ensure that program activities are related to program outcomes. Utilize campus data for corrective action leading to improvement, as well as for recognition of success.
2. Formulate with staff, a common vision for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of the school mission.

3. Provide instructional resources and materials to support the teaching staff in accomplishing the schools instructional goals.
4. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
5. Establish and maintain a communication system with superintendent, staff, students, parents, and community.
6. Promote the expectation for high-level performance from staff and students; recognize excellence and achievement.
7. Facilitate effective and timely resolution of conflicts.
8. Work with staff to plan, implement and evaluate the curriculum on a systematic basis, include students and community representatives when appropriate.
9. Apply the principles of the effective school correlates to facilitate school improvement.
10. Develop annual campus performance objectives for each of the Academic Excellence indicators, in collaboration with the Site-Based Decision-Making Committee.
11. Utilize appropriate information systems and records for attainment of campus performance objectives, which address each Academic Excellence Indicator.
12. Interview and approve all campus personnel assignments.
13. Make recommendations relative to personnel placements, transfer, retention, promotion, and dismissal.
14. Promote expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
15. Monitor and maintain all standards as set in the states Professional Development and Appraisal System.
16. Involve campus staff in the planning of staff development activities.
17. Coordinate staff development with staff to ensure professional growth and student achievement.
18. Comply with district policies, state and federal laws and regulations affecting schools.
19. Develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs; implement program within budget limits; maintain fiscal control; accurately report fiscal information.
20. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
21. Utilize faculty and student input to develop a student management system that results in student behavior that is conducive to a positive school climate.
22. Ensure that school rules are uniformly observed and that enforcement of student discipline is appropriate and equitable.

23. Conduct conferences with parents, students, and teachers concerning school and student issues.
24. Use information and insights provided through assessment instruments, district appraisal process, and evaluation feedback from supervisors, and professional development programs to improve overall teacher performance.
25. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
26. Observe professional ethical standards in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
27. Articulate the school's mission to the community and solicit its support in realizing the mission.
28. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
29. Perform all other duties as assigned by the Superintendent.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); Interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Occasional district and statewide travel; frequent prolonged and irregular hours.

POSITION WORKING DAYS: 226 Days

DEADLINE: Until Filled

EVALUATION: Performance of this job will be evaluated annually by the superintendent.

*All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

*Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. ([www.lajoyaisd.com](http://www.lajoyaisd.com))*

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_