



**WICHITA FALLS
INDEPENDENT
SCHOOL DISTRICT**

**Notice of Position Opening
Turnaround Principal**

Job Title: Turnaround Principal
Reports to: Executive Director of School Administration
Dept. /School: Assigned Campus and Level
Wage/Hour Status: Exempt
Pay Grade: Varies Depending on Assignment
Date Revised: 2/1/2018

Primary Purpose:

Direct and manage instructional program and supervise operations and personnel at campus level. Provide leadership to ensure high standards of instructional service. Oversee compliance with district policies, success of instructional programs, and operation of all campus activities. Direct and monitor all magnet programs.

Anticipated Start: June 2018

Qualifications:

Education/Certification:

Master's degree in educational administration
Texas principal or other appropriate Texas certificate
Certified Professional Development and Appraisal System (PDAS) appraiser
Experience as an administrator on a campus which was designated as a turnaround campus

Special Knowledge/Skills:

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

Experience:

Three (3) years experience as a classroom teacher
Three (3) years experience preferred in instructional leadership roles

Major Responsibilities and Duties:

Instructional Management

1. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
2. Regularly consult the campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.
3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
5. Provide for two-way communication with superintendent, staff, students, parents, and community.
6. Communicate and promote expectations for high-level performance to staff and students. Recognize excellence and achievement.



7. Ensure effective and quick resolution of conflicts.

School/Organizational Improvement

8. Build common vision for school improvement with staff. Direct planning activities with staff to ensure attainment of school's mission.
9. Identify, analyze, and apply research findings (e.g., effective school correlates) to promote school improvement.
10. Develop and set annual campus performance objectives for each of the Academic Excellence Indicators using the campus planning process and site-based decision making committee.
11. Develop, maintain, and use information systems and records necessary to show campus progress on each Academic Excellence Indicator performance objective.

Personnel Management

12. Interview, select, and orient new staff. Approve all personnel assigned to campus.
13. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
14. Observe employee performance, record observations, and conduct evaluation conferences with staff.
15. Assign and promote campus personnel.
16. Make recommendation to the superintendent on termination, suspension, or nonrenewal of employees assigned to campus.
17. Work with campus-level planning and decision-making committees to plan professional development activities.
18. Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.

Administration and Fiscal/Facilities Management

19. Comply with district policies, state and federal laws and regulations affecting the schools.
20. Develop campus budgets based on documented program needs, estimated enrollment, personnel, and other fiscal needs. Keep programs within budget limits. Maintain fiscal control. Accurately report fiscal information.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required including accurate and timely reports of attendance to requisition textbooks.
22. Manage use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly and safe campus.

Student Management

23. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and the student handbook.
25. Conduct conferences concerning student and school issues with parents, students and teachers.



Professional Growth and Development

- 26. Develop professional skills appropriate to job assignment.
- 27. Demonstrate professional, ethical and responsible behavior. Serve as a role model for all campus staff.

School/Community Relations

- 28. Articulate the school's mission to the community and solicit its support.

Other

- 29. Regular attendance

*An Equal Opportunity Employer**

**Applicants for all positions are considered without regard to race, color, sex, (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is
Linda Muehlberger, Coordinator of Student Services, 1104 Broad St., Wichita Falls, TX 76307 940-235-1029