



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Substitute Principal **Salary Block:** Daily Rate: \$391.63
Reports To: Assistant Superintendents and Substitute Division **Terms of Employment:** Student Calendar

Exemption Status: Non-Exempt

Primary Purpose:

The primary duties of this employee are to substitute for the campus principal in his/her absence.

Qualifications:

Education/Certification:

- Master's Degree
- Valid Driver's License
- Mid-Management Certification/Principal Certification
- Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified

Special Knowledge/Skills:

- Demonstrated competency of digital-age work and student learning

Experience:

- Administrative experience in implementing district curriculum to meet the needs of all students including special populations and at-risk students (preferred)
- Administrative experience in the principles of instructional leadership and modification of instructional leadership settings to ensure student success (preferred)
- Administrative experience in promoting positive school/community relations (preferred)
- Three (3) years public school teaching experience
- Three (3) years public school administrative experience (principal position)

Major Responsibilities and Duties:

1. Ensures that district curriculum documents are available to staff and are being used for planning and teaching.
2. Ensures that the district curriculum is being implemented to meet the needs of all students, including special populations, at-risk, and those progressing at traditional rates.
3. Ensures that campus instructional arrangements and practices support effective teaching and learning.
4. Applies the principles of instructional leadership.
5. Participates and assists in the coordination of instruction.
6. Participates and assists in the coordination of staff development.

ADOPTED: 3-5-85

AMENDED: 11-5-91, 9-15-98, 12-13-01, 8-27-02, 6-4-03, 6-20-03, 1-11-05, 7-15-08
2-16-09, 3-10-09, 3-24-11, 8-10-11, 12-20-12, 6-10-15, 8-17-15,
10-5-16, 2-7-17, 10-23-17, 08-01-18

Substitute Principal

7. Holds the belief that each student can and will perform up to high standards of achievement and behavior.
8. Ensures that the school reflects an orderly, purposed, active, and pleasant environment of well-directed learning and interpersonal caring.
9. Ensures that plans are developed and implemented to improve the school programs and services.
10. Ensures that campus improvement plan activities are continuously monitored and adjustments are made, as needed.
11. Uses evaluative information to determine the quality of programs/services provided at the school.
12. Assumes the responsibility for the campus PEIMS data quality and its timely submission to the appropriate district department(s).
13. Ensures that supervisory and appraisal procedures are implemented.
14. Participates in personnel selection, assignment and orientation.
15. Manages fiscal and facilities functions responsibly.
16. Promotes positive student self-conduct and self-esteem.
17. Promotes positive school/community relations.
18. Displays appropriate human relations skills.
19. Plans for and engages in professional development.
20. Upholds and adheres to safety rules and policies of the SISD Safety program.
21. Support the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with all stakeholders. (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
22. Supports the goals and objectives of the school district and follows all district policies.
23. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
24. Performs other duties as assigned by the appropriate supervisor.
25. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus and/or district functions; maintain emotional control under stress

Physical Demands/Environmental Factors: Frequent district-wide travel and occasional statewide travel; occasional prolonged and irregular hours

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

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Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational

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programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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