



Job Description

Job Title: Charter High School Principal

JTC: AHU

Salary Range: E05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for overseeing the daily operation and administration of a high school, including directing and coordinating educational, administrative and counseling activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Provides leadership and administration to motivate instructional and support personnel to strive for superior performance to provide the best possible opportunities for student growth and development, both educationally and personally. Develops and evaluates educational programs to ensure conformance to state and school board standards.

Encourage and initiate continued improvement in curriculum and teaching methods in cooperation with district administration, subject area specialists, and faculty. Maintains a standard of student behavior designed to command respect and minimize school and classroom interruptions.

Observe, counsel, and motivate staff toward performance that allows for attainment of the educational goals of the district. Establishes and maintains relationships with colleges and community organizations in order to coordinate educational services and opportunities. Proven ability to deal effectively with individuals of diverse and multicultural backgrounds which includes students, faculty, staff, parents and community leaders.

Demonstrates effective listening and interpretative skills to identify needs and requirements and develop successful solutions. Identifies intellectual, physical, social and emotional needs affecting students' success in school, and takes necessary steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel.

Must have excellent interpersonal, verbal and writing skills and the ability adapt communication style to convey message and/or content as appropriate to the audience. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher is required plus three (3) of experience in secondary education and/or a higher education setting related to secondary education. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership in the daily operation of a collegiate high school which includes organization and implementation of textbook distribution, discipline, attendance and federally mandated data collection. Stays up-to-date on changes in local, state, and federal guidelines and regulations related to secondary and higher education. Engages in continued training and professional development.

Analyzes organizational policies, practices and procedures to develop best practices in the utilization of resources including school facilities, materials and personnel. Knowledge and experience in developing the social and emotional skill sets of students while maintaining a high level of accountability and authority.

Aligns the school's directives with those of DCCCD to increase cooperation and opportunities for collaboration. Establishes a shared vision staff, students, parents and external constituents and provides direction for appropriate implementation.

Organizes, oversees, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. Makes use of community resources. Thorough knowledge of curriculum alignment and how to leverage existing resources to achieve school goals and objectives. Knowledge of TxEIS SMS system, ETS testing management system, Chapter 37 of the Texas Education Code, Attendance Accounting Handbook, Advancement via Individual Determination (AVID) curriculum, Understanding by Design (UbD) or other curriculum related to secondary education.

Promotes open communication in a manner that builds relationships. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Initiates continued training of staff in multiple formats and uses multiple modes to communicate information effectively.

Performs other duties as assigned.

Supervises approximately 10-15 employees. Responsible for managing a budget of approximately \$6.5 million dollars for school related expenditures.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.