

BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. MATHEWS STREET. BELLVILLE. TX. 77418. (979) 865-3133. WWW.BELLVILLEISD.ORG

JOB DESCRIPTION

Elementary Principal- West End Elementary

West End Elementary is a charming rural school serving approximately 170 students in Kindergarten through 5th grades. West End is a valued centerpiece in the Industry community. The charge of the West End Elementary Principal is to not only continue to build strong community connections, but also to direct and lead the campus team to promote effective instruction, efficient operations, continuous improvement, and the growth and development of all personnel and students on the campus. Provide leadership to ensure high levels of integrated learning. Oversee compliance with all district policies and board goals. Campus Principals in BISD must demonstrate the characteristics of a lifelong learner in researching, sharing out, and progressing new ideas to continuously enhance the learning opportunities and experiences provided to students and staff in BISD.

Reports to: Superintendent
Location: West End Elementary

QUALIFICATIONS: Master's Degree
Texas Mid Management Certificate
3-5 Years of Campus level leadership
Prior administrative experience preferred

SPECIAL KNOWLEDGE & SKILLS:

- Visionary leadership
- Ability to be firm, fair, and loving
- Sense of humor
- Ability to take initiative and follow-through
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to manage budgets and personnel
- Ability to effectively communicate in small and large group settings
- Knowledge and ability to gather and analyze data
- Knowledge and ability to manage academic performance and compliance reporting
- Ability to interpret and implement policies and procedures

MAJOR RESPONSIBILITIES & DUTIES:

Instructional Management

- Support the delivery of rigorous and integrated learning opportunities for all students;
- Ensure instructional design and delivery, and curriculum resources attain high levels of academic performance for all students;
- Define expectations for staff performance with regard to instructional strategies and classroom management;
- Ability to develop instructional leadership skills in teachers and other staff

School/Organization Climate

- Develop support structures to foster effective professional collaboration among teaching teams, campus teams, programs, and departments;
- Promote expectations for high-levels of performance to staff and students. Recognize excellence and achievement.

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- Ensure the effective and quick resolution of conflicts.

School/Organization Improvement

- Identify, analyze, and apply research findings to promote school improvement;
- Develop and deliver relevant and valuable professional learning opportunities to all staff;

Personnel Management

- Interview, select, and orient new staff. Supervise and support all staff assigned to the campus;
- Ability to give and receive constructive feedback;
- Define expectations for staff performance with regard to instructional strategies, classroom management, and school-home communications;
- Provide timely and effective communication to staff.

School/Community Relations

- Demonstrate awareness of school and community needs and initiate activities to meet those needs;
- Use appropriate and effective techniques to encourage community and parent involvement;
- Ensure clear and consistent articulation of the vision and goals of the campus and district to all stakeholders;
- Provide timely and effective communication to parents and the community.

Student Management

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

Professional Growth and Development

- Ability to model utmost professionalism while being approachable and personable in all roles on campus, in the district, and in the community.

Management of Fiscal, Administrative, and Facilities Functions

- Manage the use of school facilities. Supervise maintenance of facilities to ensure a clean, orderly, and safe learning environment;
- Comply with district policies, state and federal laws, and regulations affecting schools;
- Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost-effective and funds are managed wisely.

SUPERVISORY RESPONSIBILITIES:

- Supervision, development, and evaluation of all personnel assigned to the campus.

NUMBER OF DAYS WORKED: 226 Days

WORK STATUS:

Exempt

COMPENSATION SCALE: Administrative Pay-Grade 6

DATE TO ASSUME DUTIES:

July 1, 2024

APPLICATION PROCESS & TIMELINE:

Apply by completing the application link at https://www.bellvilleisd.org/careers/employment_opportunities and by sending a resume, letter of interest, and introductory video to Dr. Poenitzsch, Superintendent, at npoenitzsch@bellvillebrahmas.org.

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TIMELINE:

Application Deadline:	Friday, May 10, 2024
Candidate Review & Notification:	Monday, May 13, 2024
First Round Interviews:	Wednesday, May 15, 2024
Second Round Interviews:	Monday, May 20, 2024
Optional: On-Site Shadowing	Tuesday-Thursday, May 21-23, 2024
Hiring Recommendation To BISD Board of Trustees:	Thursday, May 23 2024

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