

Fort Worth Independent School District  
**Job Description**

**Posting Duration**

Open Year Round

**Title**  
**Building/Campus**  
**Job File Number**

Principal- All Levels  
 School Leadership

**Salary Information**

<b>Title</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Contract Days</b>
Elementary Assistant Principal	\$58000	\$67146	\$76289	205
Middle School Assistant Principal	\$61000	\$73405	\$85809	215
High School Assistant Principal	\$68000	\$76905	\$85809	215
Elementary Principal	\$78000	\$84935	\$91868	220
Alternative School Principal	\$83000	\$90763	\$98525	220
Middle School Principal	\$83000	\$90763	\$98525	220
High School Principal	\$95000	\$102218	\$109435	240

**Enrollment Stipend**

<b>Enrollment</b>	<b>Amount</b>
<b>High School</b>	
1200 - 1800	\$1000
1800+	\$2000
<b>Middle School</b>	
350 - 700	\$1000
700 - 900	\$2000
900 +	\$3000
<b>Elementary</b>	
350 - 700	\$1000
700 - 900	\$2000
900 +	\$3000

**General Summary**

Supervises all instructional programs and campus activities and serves as the campus administrator.

**Job Duties**

- Articulates and communicates the goals and vision of the District to a wide variety of audiences.
- Provides strong instructional leadership impacting a variety of programs.
- Monitors instructional progress through collaboration with the research department to evaluate progress toward program goals and gathers other significant data relevant to the success of the initiative.
- Develops and implements short- and long-range plans in all areas of the instructional program.
- Directs the implementation of the use of curricula through classroom observations, conferences, and test data to improve instruction.
- Provides leadership in the delivery of instruction through demonstration/instructional assistance.
- Supervises and evaluates all staff members and make recommendations regarding continued employment.
- Maintains discipline and order in the school. Conducts a continuous program of safety instruction and drills and supervises maintenance and security of building and grounds.
- Prepares and adjusts schedules.
- Informs community about instructional goals and objectives, student progress, attendance requirements, homework policies, routine and special school events and solicits community rapport.
- Provides a systematic procedure for handling textbook transactions and for textbook accountability.
- Approves requisitions and purchases within budget allocations. Keeps accurate financial records necessary for the proper accounting of monies collected in the operation of the school. Prepares and submits all reports in accordance with administrative directives.
- Provides leadership for implementing a participatory decision making process (SBDM).
- Performs other job related duties as assigned.

**Job Qualifications**

- Master's degree from an accredited college or university.

## Application Requirements

- Valid Texas Mid-Management certification or Principal certification.
- Individuals may apply if they are eligible for or possess the appropriate temporary certification.
- Three years administrative experience and three years of classroom teacher experience.
- Bilingual fluency (English/Spanish) preferred in some settings.
- Thorough Knowledge of federal and state guidelines as well as district policies and procedures.
- Experience in inner-city schools with diverse population preferred.
- Experience in promoting the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Effective supervisory, communication, and conflict management skills. Ability to use these to relate to and lead groups of people.
- Ability to develop and implement plans in all areas of the instructional program.
- Successful administrative experience such as working with new teachers, increasing parental involvement, leading LearningWalks, and monitoring the use of the Curriculum Frameworks.
- Ability to use qualitative and quantitative data to make decisions about teaching and learning including student and teacher assessment.

Complete on-line application.

- Complete an online application
- Attach a resume as word document, highlighting your experience in dealing with the job qualifications listed above.
- Attach one artifact as evidence of your leadership in dealing with one of the last five job qualifications listed above.
- Attach a letter of interest as word document
- Submit one job-related reference letter (not from your direct supervisor)
- A Campus Administrator Recommendation Form will be emailed directly to your most recent immediate supervisor.
- Copies of all transcripts (official transcripts required if hired) Note: All foreign transcripts must be equivocated through an approved agency  
[\(Click here for equivocation list\)](#)
- Appropriate license(s)/certification(s)
- Completion of Principallnsight Assessment (you will receive an e-mail with information on how to take the required assessment)