

Job Title: Elementary School Principal

Job Summary

The Elementary School Principal serves as the instructional and administrative leader of the school, responsible for creating a safe, supportive, and high-achieving learning environment. The principal oversees daily operations, supervises staff, implements curriculum standards, and fosters strong relationships with students, families, and the community.

Key Responsibilities

Instructional Leadership

- Develop and implement a clear vision for academic success and student achievement
- Monitor and evaluate curriculum and instructional practices
- Use data to improve teaching strategies and student outcomes
- Support professional development for teachers and staff

School Management

- Oversee daily school operations, schedules, and procedures
- Ensure compliance with district, state, and federal regulations
- Manage school facilities and resources effectively
- Develop and enforce school policies and procedures

Staff Supervision & Development

- Hire, train, supervise, and evaluate teachers and support staff
- Foster a positive and collaborative work environment
- Provide coaching and mentorship to improve staff performance

Student Support & Discipline

- Promote a safe and inclusive school climate
- Address student behavior and discipline issues fairly and consistently
- Support student services, including counseling and special education

Family & Community Engagement

- Build strong relationships with parents and guardians
- Communicate school goals, policies, and student progress
- Collaborate with community organizations and stakeholders

Financial Oversight

- Develop and manage the school budget
 - Allocate resources to support instructional priorities
 - Ensure financial accountability and transparency
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Qualifications

- Master's degree in Educational Leadership, Administration, or related field
 - Valid state principal certification/licensure
 - Several years of teaching experience (elementary level preferred)
 - Prior leadership experience (e.g., assistant principal, instructional coach)
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Skills & Competencies

- Strong leadership and decision-making skills
 - Excellent communication and interpersonal abilities
 - Knowledge of curriculum development and instructional strategies
 - Ability to analyze data and drive school improvement
 - Conflict resolution and problem-solving skills
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Work Environment

- School-based setting with frequent interaction with students, staff, and families
 - May require attendance at evening or weekend events
 - Fast-paced environment requiring multitasking and adaptability
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If you want, I can tailor this for a **specific state (like Texas), a resume version, or a job posting format.**

specific to texas and made for post on web

Here's a **Texas-specific, web-ready job posting** for an Elementary School Principal. It's written in a format commonly used by Texas school districts and aligns with Texas Education Agency expectations.

Elementary School Principal

Location: Clarendon Elementary, Clarendon ISD

Employment Type: Full-Time

Reports To: Superintendent

Position Overview

Clarendon ISD is seeking a dynamic and student-centered Elementary School Principal to lead campus operations and drive academic excellence. The principal will serve as the instructional leader, ensuring high-quality teaching and learning aligned with the Texas Essential Knowledge and Skills (TEKS), while fostering a safe, inclusive, and engaging environment for all students.

Key Responsibilities

Instructional Leadership

- Lead the development and implementation of campus improvement plans aligned with district goals and TEKS
- Monitor student performance using state assessments such as STAAR and other data sources
- Support teachers through coaching, classroom observations, and professional development
- Promote evidence-based instructional strategies to improve student achievement

Campus Administration

- Oversee daily school operations, including scheduling, attendance, and campus safety
- Ensure compliance with policies set by the Texas Education Agency and local board policies
- Maintain accurate records and reporting in accordance with state and federal requirements

Staff Leadership & Development

- Recruit, hire, and retain highly qualified staff
- Conduct evaluations using the T-TESS framework
- Build a collaborative and positive campus culture focused on continuous improvement

Student Services & School Climate

- Foster a safe, respectful, and inclusive learning environment

- Implement student discipline in accordance with the Texas Education Code and district policy
- Support programs for diverse learners, including special education and English learners

Family & Community Engagement

- Promote strong partnerships with parents and community stakeholders
- Communicate regularly through meetings, newsletters, and digital platforms
- Represent the school at district and community events

Budget & Resource Management

- Develop and manage the campus budget in alignment with district priorities
 - Ensure effective use of resources to support student success
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Minimum Qualifications

- Master's degree in Educational Administration or related field
 - Valid Texas Principal Certificate (as required by the Texas Education Agency)
 - Minimum of 3–5 years of successful teaching experience
 - Prior leadership experience (e.g., assistant principal, instructional coach) preferred
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Preferred Qualifications

- Experience leading an elementary campus in Texas
 - Strong knowledge of TEKS curriculum and STAAR accountability system
 - Bilingual (English/Spanish) skills a plus
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Knowledge, Skills & Abilities

- Strong instructional leadership and data-driven decision-making
 - Excellent communication, organization, and interpersonal skills
 - Ability to manage multiple priorities in a fast-paced environment
 - Knowledge of Texas school law, finance, and accountability systems
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Salary & Benefits

- Salary commensurate with experience (per district pay scale)

- Comprehensive benefits package (health, retirement through Teacher Retirement System of Texas, paid leave)
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How to Apply

Interested candidates should submit:

- Completed application
- Resume/CV
- Cover letter
- Copies of certifications

Apply online at: [Teacher Professional Application 3-3-2026.pdf](#)

Equal Opportunity Employer

Clarendon ISD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.