

## VACANCY ANNOUNCEMENT FORM

*An Equal Opportunity Employer\**

Date 04/15/2026

**Position Title:** Certified All Level K-12 Principal

**Exemption Status:** Exempt/Executive

**School Year:** 2026-2027

**Location:** Fort Davis Independent School District - Fort Davis Texas

**Salary Range:** To Commensurate Experience

**Length of Work Year:** 220-226 Days

### Position Summary

Direct and manage overall campus(es) operations in a small rural district located in the beautiful Jeff Davis Mountains. Currently one class per grade level per classroom serving approximately 150 students and their families. Ideal candidates value strong relationships with the community, and nature-based learning. Responsible for leadership of the campus(es) instructional program ensuring high standards of instruction and student achievement, compliance with district policies, application of instructional programs, and effective operation of all campus activities. Additional support for campus activities and athletic events from staff and administrators.

### Position Requirements

#### Education/Certification/License:

Master's degree from an accredited university  
Texas principal or other appropriate Texas certificate  
Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

#### Special Knowledge/Skills:

Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Excellent organizational, communication, public relations, and interpersonal skills

#### Experience:

Two years' experience as a classroom teacher  
Five years' experience in instructional leadership roles or equivalent

#### Duties/Responsibilities:

##### INSTRUCTIONAL MANAGEMENT

1. Monitor instructional processes to ensure that program activities are related to outcomes and use findings to take corrective actions where necessary.

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2. Provide instructional resources and materials needed to accomplish instructional goals.
3. Establish clear expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
4. Foster collegiality and team building among staff members. Encourage their active involvement in the decision-making process.
5. Solicit regular input from campus-level committee about planning, operation, supervision, and evaluation of campus education program. Include students and community representatives when appropriate.

### SCHOOL OR ORGANIZATION IMPROVEMENT

6. Build a common vision for school improvement with staff. Direct planning activities and implementing programs to ensure attainment of the school's mission.
7. Establish campus performance objectives for Academic Excellence Indicators using the campus planning process and involving site-based decision-making committees. Demonstrate campus progress using results to promote school improvement.
8. Provide opportunities for interactive communication with the superintendent, staff, students, parents, and community.

### STUDENT MANAGEMENT

9. Act as campus behavioral coordinator in accordance with state laws and regulations.
10. Work with faculty and students to develop a student discipline management system that results in positive student behavior and enhances the school climate.
11. Ensure that school rules are uniformly applied and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
12. Conduct conferences about student and school issues with parents, students, and teachers.

### MANAGEMENT OF FISCAL, ADMINISTRATIVE, AND FACILITIES FUNCTIONS

13. Comply with district policies, state and federal laws, and regulations affecting schools.
14. Develop and administer campus budgets based on documented program needs and estimated enrollment ensuring that operations are cost effective and funds are managed wisely.
15. Compile, maintain, and file all reports, records, and other documents required including accurate and timely reports of maximum attendance to requisition textbooks.
16. Manage use of school facilities. Oversee maintenance of facilities to ensure a clean, orderly, and safe campus. Direct and manage extra-curricular and intramural programs including management of multiple activity funds.

### PERSONNEL MANAGEMENT

17. Select, train, supervise, and evaluate staff and make recommendations related to assignment, retention, discipline, and dismissal. Approve all personnel assigned to campus.

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18. Observe employee performance, record observations, and conduct evaluation conferences with staff.
19. Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
20. Work with campus-level planning and decision-making committees to plan professional development activities.

### SCHOOL OR COMMUNITY RELATIONS

21. Articulate the school's mission to the community and solicit its support in realizing the mission.
22. Demonstrate awareness of school and community needs and initiate activities to meet those needs using appropriate and effective techniques to encourage community and parent involvement.

**Physical Demands Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

**Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

### Application Procedures

**District Employees:** Submit application to [humanresources@fdisd.com](mailto:humanresources@fdisd.com)

**Outside Applicants:** Apply on the District website and submit application to [humanresources@fdisd.com](mailto:humanresources@fdisd.com)

### Application Deadline:

*\*Applicants for all positions are considered without regard to race, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*



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*In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.*

*Inquiries about the application of Title IX to employment should be referred to Title IX Coordinator, (name, title, office address, email address, and telephone number).*

