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Principal (of School Operations & Student Success)

The Texas Girls School · Austin, TX

Reports To: Superintendent/CEO · **Status:** Full-Time, Exempt · **Campus:** Small STEM-Focused Girls Charter School

This role is designed for a high-ownership leader who builds and sustains systems, drives initiatives to completion, and owns outcomes with accountability, consistency, and professionalism — a startup operator and emotionally intelligent educator. 🌱

Position Summary

The Texas Girls School is seeking a highly organized, mission-driven, student-centered Principal of Operations & Student Success to serve as the lead on-site administrator responsible for operational excellence, student support systems, implementation fidelity, and campus leadership.

This is a high-ownership leadership role designed for a small, innovative startup charter school where flexibility, initiative, systems thinking, emotional intelligence, and strong execution are essential. The Principal is the operational backbone of the campus — responsible not only for creating systems, but for ensuring they are consistently implemented, monitored, refined, and sustained over time.

This role owns the day-to-day management of campus operations, student systems, compliance, communication, logistics, culture, and organizational accountability — freeing the Superintendent to focus on executive leadership, strategic growth, partnerships, fundraising, governance, and long-term vision.

The ideal candidate is a calm, solutions-oriented leader who thrives in complexity, builds strong relationships with students and families, creates clarity from ambiguity, and believes deeply in empowering girls through strong systems, high expectations, compassionate leadership, and operational excellence.

Primary Responsibilities

Campus Leadership & Daily Operations

- Serve as the lead on-site administrator for all daily campus operations
- Own the daily functioning of the school campus — schedules, supervision, operational logistics, and campus flow
- Drive implementation fidelity across all campus operational systems
- Maintain a safe, organized, responsive, and student-centered learning environment
- Lead student discipline systems and restorative practices
- Direct crisis response and emergency procedures
- Ensure operational readiness for all school events, testing, field experiences, exhibitions, and experiential learning opportunities
- Build and sustain operational clarity, consistency, and accountability across the campus

Student Success, Culture & Family Systems

- Own student support systems, intervention structures, and campus culture systems
- Lead attendance intervention and truancy prevention systems
- Manage restorative discipline systems and behavior documentation
- Lead at-risk student intervention and student success planning
- Cultivate a relationship-driven school culture centered on leadership, belonging, accountability, and growth
- Drive student leadership programming, celebrations, and community-building systems
- Maintain strong, responsive, and professional parent communication systems

- Lead difficult parent situations and student support meetings with professionalism and emotional maturity
- Ensure campus systems remain student-centered, compliant, organized, and defensible

PEIMS, Attendance, Registrar & Compliance

- Oversee the campus PEIMS Coordinator
- Own attendance systems, coding accuracy, enrollment systems, and student records
- Ensure compliance with TEA, charter, and state reporting requirements
- Oversee student records requests, withdrawals, transfers, and transcript management
- Maintain confidentiality of all student information and records
- Drive implementation fidelity for all compliance-sensitive systems and operational procedures

SPED, Intervention & Student Support

- Lead cross-functional collaboration with SPED and intervention teams
- Ensure systems supporting ARDs, IEP implementation, accommodations, and intervention processes are organized and operationally sound
- Own compliance-sensitive documentation and communication systems
- Lead high-needs parent communication and student support planning
- Drive alignment between academic, operational, intervention, and support teams

Operational Systems & Campus Logistics

- Own operational systems connected to transportation, field trips, student supervision, lunch, duty schedules, safety, and campus logistics
- Manage campus inventory, purchasing, and operational ordering

- Ensure campus operational systems are organized, sustainable, and consistently implemented
- Own operational timelines, calendars, forms, reminders, and schoolwide procedures
- Lead safe schools systems, campus supervision, and emergency preparedness

Staff Leadership & Organizational Accountability

- Directly supervise the Assistant Principal of Academics, STEM Director, Director of STEAM Electives & Experiential Learning, PEIMS/Campus Coordinator, and SPED leadership
- Lead staff onboarding, operational training, and implementation systems
- Establish clear expectations, accountability structures, and operational consistency across departments
- Drive teacher coaching, evaluation systems, and professional growth structures in collaboration with instructional leadership
- Cultivate a positive, collaborative, solutions-oriented staff culture
- Own staffing coverage and operational problem-solving as needed

Systems Development & Continuous Improvement

- Build and refine foundational campus systems and operational playbooks
- Monitor implementation fidelity and organizational effectiveness across departments
- Lead school improvement planning and continuous improvement systems
- Own operational systems connected to testing readiness, intervention structures, family communication, professional development, and campus culture
- Drive the organization from startup implementation toward long-term operational sustainability and excellence

Collaboration & Leadership Partnership

- Collaborate closely with the Superintendent, Assistant Principal, STEM Director, Director of STEAM Electives & Experiential Learning, SPED staff, and the campus leadership team
- Ensure alignment between academics, operations, intervention, culture, and experiential learning
- Drive strong communication, collaboration, and execution across all departments
- Serve as a strategic implementation partner in bringing The Texas Girls School's mission and vision to life

Ideal Candidate Profile

The ideal candidate is:

- Highly organized and systems-oriented
- Calm under pressure and emotionally mature
- Comfortable building in a startup environment with limited infrastructure
- Flexible, proactive, and solutions-driven
- Strong in operations, logistics, implementation, and accountability
- Relationship-centered with students, families, and staff
- Skilled at balancing leadership and execution
- Able to create clarity from ambiguity
- Mission-driven and student-centered
- Strong in parent communication and collaborative problem-solving

Qualifications

Required

- Master's Degree

- 3–5 years of experience in school leadership, operations, administration, or campus systems leadership
- Strong organizational and communication skills
- Strong parent communication and student support experience
- Experience managing complex systems and confidential information
- Ability to multitask and lead effectively in a fast-paced environment
- Demonstrated professionalism, accountability, and emotional intelligence in leadership
- Texas administrative certification

Preferred

- Girls' School Experience
- Charter school experience
- PEIMS and attendance systems experience
- Experience supervising multiple departments or teams
- Experience with SPED systems, intervention, or compliance-sensitive processes
- Experience in startup or rapidly growing school environments

Core Leadership Traits

- Ownership mentality
- Operational excellence
- Systems thinking
- Strong follow-through
- Accountability-driven leadership
- Emotional maturity
- Adaptability and resilience
- Relationship-centered leadership

- Problem-solving mindset
- Attention to detail
- Calm and professional communication
- Mission alignment

Compensation

Salary Range: \$85,000–\$110,000 based on experience and qualifications

Potential for future leadership growth as The Texas Girls School expands.

Impact Statement

The Principal of Operations & Student Success builds the systems, structures, and culture that allow The Texas Girls School to thrive.

Through strong operational leadership, compassionate student-centered systems, organizational accountability, and implementation excellence, this role creates a joyful, sustainable, high-performing learning environment where girls feel safe, supported, challenged, and empowered to lead.