

## Principal Trainee

7.41  
(Board Adopted)  
03-12-98

### Introduction

7.41-1

The rapid growth of the TDCJ has created a need in WSD for qualified school principals to operate unit level programs. Because the unit principal plays a vital role on the unit and because the WSD principalship is such a unique job, properly trained individuals are necessary for the position.

### Authority

7.41-2

The Superintendent of WSD may establish a training program for prospective WSD principals. This program may be conducted at the discretion of the WSD Superintendent and the Director of the TDCJ. The Board authorizes the Superintendent to temporarily place persons in principal trainee positions for a period of up to six months.

### Trainee Selection

7.41-3

Principal trainees will be selected by the Superintendent of Schools from the list of applicants for principal as per Windham Promotion Policy 7.37-4.

### Trainee Qualifications and Duties

7.41-4

Applicants for the position of principal trainee must hold Texas Education Agency Certification as a Principal or Mid-Management certificate or be eligible for a temporary Mid-Management certificate.

Principal trainees will serve under a unit principal designated by the Assistant Superintendent. Principal trainees may perform any duties assigned by the supervising principal or assistant superintendent with the exception of teacher appraisals.

### Employment Contracts

7.41-5

WSD contracted employees placed in a trainee position will not be issued another contract but will remain under the current contract with temporary assignment to the training position. After completion of the training, the Superintendent may return the employee to the regular contracted assignment or offer a regular principal position.

Teachers selected to serve as a principal trainee will only be entitled to eligible career ladder monies for the days assigned as a classroom teacher.

Trainees selected who do not hold a WSD contract may be offered a teaching contract and temporarily placed as a principal trainee. After completion of the training, the Superintendent may place the employee as a teacher, principal, or other position for which the employee qualifies.

During the training, the trainee shall be paid according to the principal trainee rate set in the WSD salary schedule. The trainee shall have no property right in the principal trainee position.

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Trainee Evaluation

7.41-6

While in the principal training program, each trainee is continuously observed and appraised by the WSD professional staff conducting the training. The Superintendent may remove the trainee from the program at any time that professional competence, demeanor, or conduct are determined by the Superintendent to be below expectations.