

SECTION I: GENERAL INFORMATION

Position Title: Principal	Department: Sheridan Hills Elementary School
Reports to: Superintendent	FLSA Status: Exempt
Classification: Elementary Principal	Bargaining/ Work Unit: Management
Position Last Updated: January 2025	Next Position Description Update:

SECTION II: JOB SUMMARY

To plan, administer and regularly evaluate the elementary school programs, services and related operations, including but not limited to: oversight accountability for the instructional program; supervision of all licensed, paraprofessional and support staff; student services, facilities management; extra-curricular programming; compliance with established policies and regulations; effective allocation of approved financial and personnel resources; and establishing cooperative and collaborative community relations - all in a manner consistent with the District's beliefs, mission, objectives and strategic initiatives.

SECTION III: DUTIES AND RESPONSIBILITIES

- Demonstrates by example the integrity and commitment expected from all District personnel
- Demonstrates a clear commitment to achieving and advancing the District's beliefs, mission, objectives and strategic initiatives through consistently visible and respected leadership of assigned personnel; effective structuring and management of assigned function(s); professional growth and development; active participation in community-based, state and national organizations where there are mutual interests, and advocacy for continuous improvement in the design, delivery and evaluation of public education.
- Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace with a particular emphasis on principals who ensure timely and successful curriculum implementation at each building site.
- Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- Actively participates as a member of the superintendent's advisory team that is charged with helping define and articulate the District's beliefs, vision, mission, objectives and strategic initiatives.
- Leads and nurtures the development of a shared strategic vision for the school; shaping the school culture and values; formulating goals and planning change efforts with staff; and setting priorities for the school in the context of the broader community and District priorities and student/staff needs in a manner that results in high student achievement, a positive school climate, and significant parental and community involvement.
- Communicates information, ideas, plans, and expectations in a persuasive, logical and timely manner and mobilizes staff, volunteers and other interested parties to develop, implement and sustain programs, services and activities that recognize the academic and developmental needs of students; allow for differences in interests and ability levels; and provide positive learning experiences

based on strategies and action plans submitted to and approved by the Board.

- Provides meaningful opportunities for faculty and staff to continuously learn and experience success, providing feedback on faculty and staff performance, identifying faculty and staff professional needs and facilitating programs that improve their overall effectiveness.
- Develops, implements and continually refines a plan for classroom observation that is consistent with adopted and approved District policies and procedures on classroom observation and faculty evaluation.
- Conferences with faculty as scheduled, required or requested regarding observed instruction and performance and collaborates in the development of performance improvement plans when required. Recommends tenure or non-renewal for probationary faculty.
- Oversees development and refinement of the master schedule and gives final approval.
- Maintains effective discipline in all activities to ensure a safe and positive learning climate for students, faculty and staff.
- Participates actively in the development, articulation and coordination of curriculum design, instructional methods, materials and techniques to help ensure that curriculum, instruction and assessment functions are aligned as intended by those responsible for the design and implementation of these functions.
- Actively participates in the recruiting and selecting of building staff and then assumes the primary mentoring and ongoing evaluation role to ensure that a quality and committed staff is reinforcing and sustaining a positive climate conducive to teaching and learning.
- Provides leadership, supervision and direction to building staff, ensuring that staff members have the information and resources to perform their respective roles and responsibilities, and convening regular sessions to evaluate the degree to which educational programs, related services and activities are effective and efficient in meeting students' overall needs.
- Participates actively in the design and implementation of outcome-based, results-oriented staff training and development activities that meet identified professional needs and improve results being achieved.
- Coordinates and effectively utilizes all District programs and services that affect operations of the school, including the appropriate degree of tailoring within established District wide parameters.
- Ensures that school programs, services and activities are compliant with board directives, District policies and all applicable federal, state and local laws, regulations and mandates.
- Plans and coordinates capital improvement projects with other District staff and outside professional resources, if any, to ensure that time, expenditure and facility specifications are met within approved budget parameters and that project outcomes are acceptable per specifications and make the most efficient use of available space.
- Prepares and submits a thoroughly documented annual operating budget covering all areas for which accountable, makes revisions as required during the District's budget consolidation and refinement cycle, and effectively administers the budget within approved parameters.
- Monitors all school buildings & grounds operations and takes whatever initiatives may be required to ensure a safe, healthful environment inside and outside the school.
- Regularly reinforces the District beliefs, mission, objectives and strategic initiatives in contacts and discussions with staff, students and the Richfield community.
- Reads, analyzes and interprets professional journals, technical procedures and governmental regulations/mandates related to performing this position.
- Develops long-range plans, establishes and successfully achieves goals and makes consistently sound, defensible decisions in performing all aspects of this position.

SECTION IV: QUALIFICATIONS

- Master's degree in Educational Administration
- Licensure as a Minnesota Elementary School Principal
- Considerable overall teaching and administrative experience at the elementary school level, of which at least four years were serving in an administrative capacity.
- Demonstrated competence in dealing with complex problems of an administrative nature, particularly those that may be unique to a public elementary school setting.

- Knowledge of current issues and challenges impacting public education, with an emphasis on effective educational administration, and how current professional thinking and best practice research address the issues and help meet the challenges.

SECTION V: WORK ENVIRONMENT

Work is typically performed in an inside, temperature-controlled environment. Some outside duty time may be scheduled and expected in performance of this position. There may be some lifting and moving of materials and/or equipment, typically less than 30 pounds, in performance of this position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.

SECTION VI: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Perform assigned responsibilities in a manner consistent with the District's established core values.
- Advance the District's mission and values through careful attention to the key issues of learning, environment, and resources.