

Job Description

Delano Intermediate School Principal

Delano Public Schools:

Delano School District is located approximately 30 miles west of the Minneapolis Metropolitan Area on Highway 12 and encompasses the cities of Delano and Loretto and all or a portion of Corcoran, Independence, Medina, Maple Plain and Minnetrista. Delano Public Schools is an award winning district with educational excellence as our foremost goal. Upon the successful passage of a 65 million dollar bond referendum, the district invested in renovating all buildings on campus, building a new intermediate school, and updating the outdoor spaces. The new intermediate school opened for the 18-19 school year and was intentionally developed to support the holistic needs of its students by employing flexible learning spaces, utilizing standards-based grading and reporting, MTSS/RtI supports, and PBIS.

Position Description:

Delano Intermediate School is seeking a highly qualified intermediate principal to support the 21st century learning needs of our school community. Delano is looking for applicants who want to continue our tradition of excellence in a growing school district. The principal provides leadership, management and supervisory skills that promote learning for each and every student. The principal is the steward for student learning, employee learning, and parent learning and will be attentive to data driven decision-making, the change process, accountability, conflict resolution, team building, and a well-organized school. The principal guides the school in day-to-day operations to ensure the health, safety, and welfare of all students, employees, and families. The principal orchestrates a complex, dynamic, and collaborative learning community each and every day. Applicants must be clear, timely, and effective when communicating to staff, students, and parents, in both verbal and written form. The principal will serve as an advocate for all staff members and promote a positive school culture. Successful candidates will exhibit consistent performance in accordance with the vision/mission of Delano Intermediate School, in alignment with the District's strategic plan.

Job Responsibilities:

1. Living A Mission, Vision, and Beliefs Focused on Results:

- Creates and implements a vision that leads to student improvement for all learners.
- Develops a shared vision of rigor and high expectations.
- Ensures that vision and mission drive school decisions.
- Confident to make tough decisions while remaining consistent in those decisions.
- Conducts crucial conversations based on student performance data for the purpose of enhancing student learning.
- Effective and proficient communication skills, both written and verbal.

2. Leading and Managing Systems Change:

- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
- Utilizes current technologies to support leadership and management functions.
- Align resources to improve teaching and learning.
- Demonstrates an understanding of the change process.

3. Improving Teaching and Learning:

- Works with and engages staff in shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student learning in every classroom.
- Implements curricular scope and sequence.
- Develops and administers school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs.
- Implements data guided decisions and instruction.
- Selects and retains teachers that maximize student learning.
- Ensures professional learning for teachers that enhance student learning.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by research.
- Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques and provides constructive advice to all staff.
- Understands the special education programs as well as ADA and IDEA requirements.
- Promotes use of technology to enhance student learning.

4. Building and Maintaining Collaborative Relationships:

- Creates, develops and sustains relationships that result in active student engagement.

- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Proactively engages families and communities in support of child's learning and school goals.
- Strengthens collaboration with other schools, as well as local and regional communities.
- Develops professional learning networks within schools, as well as local, regional, national and international communities.

5. Leading with Integrity and Professionalism:

- Promotes and maintains honesty and integrity throughout all job duties.
- Actively listens to staff members, students, and families.
- Utilizes clear and effective communication, both written and verbal.
- Remains visible and available to staff and students, whenever possible.
- Strongly advocates for staff members and provides a strong support system.
- Understands and values all staff members in their role.
- Ability to empathize with students, staff members, and family situations.
- Treats all people fairly and with dignity and respect. Protects the rights and confidentiality of students and staff.
- Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession.
- Creates and supports a climate that values, accepts, and understands diversity in culture and point of view.
- Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.

6. Creating and Sustaining a Culture of High Expectations:

- Serves on the Superintendent's Cabinet team.
- Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission.
- Drives a student centered learning environment.
- Ensures that student conduct conforms to the school's standards and school district policies.
- Confronts low expectations and holds students and staff accountable.
- Understands age appropriate behavior and uses that knowledge to drive student discipline.
- Evaluates the effectiveness of teaching and holds teachers accountable.

- Leads a school culture and environment that successfully develops the full range of students' learning capacities – academic, creative, social-emotional, behavioral, and physical.
- Builds an environment that considers all aspects of wellness: physical, nutrition, health, safety, decisions and choices, mental as well as physical well-being.

Certification/License: Candidates must have a valid MN K-12 administrative license and a minimum of 5 years of K-6 teaching experience, is required.

Education: Master's Degree from an accredited college or university, in administration.

Application Procedure: Qualified candidates should apply on-line at www.delano.k12.mn.us. The district requires applicants who receive an offer of employment to submit a criminal history background check.

Questions: Any questions regarding this position can be directed via email or by phone to: Superintendent Matt Schoen, matt.schoen@delanoschools.org, / 763-972-7612 or HR Coordinator Jenny Lorentz, jenny.lorentz@delanoschools.org / 763-972-3365, ext. 1952