

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>High School Principal</i>	Department / Building: <i>Administration</i>
Reports to: <i>Assistant Superintendent</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: <i>D-7-2</i>	Bargaining/Work Unit: <i>Principal</i>
Tier/Lane: <i>PRN01</i>	Position Last Updated: <i>March 2018</i>

SECTION II: JOB SUMMARY

The high school principal will provide instructional leadership, general administration and management of the school. In addition the principal will coordinate the hiring of staff and provide supervision and staff development for staff.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:	40%	<i>Provide Instructional Leadership</i>

Tasks involved in fulfilling above duty/responsibility:

- Provide leadership for an exemplary personalized learning environment
- Provide leadership in the implementation, expansion or development of adopted curriculum and programs.
- Facilitate the administration of the District and state testing programs.
- Convene staff to facilitate the articulation of curriculum standards within the school.
- Keep informed and communicate current trends and best practices for high schools and implement as appropriate.
- Provide quality educational program

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:	25%	<i>Coordinate Hiring of Staff, Provide Supervision and Staff Development</i>

Tasks involved in fulfilling above duty/responsibility:

- In cooperation with District Office, develop staffing ratios, projections and recommendations to adequately staff the school.
- Interview or coordinate interview process with appropriate stakeholders to hire and place staff.
- Hire, assign, supervise, evaluate, promote and/or dismiss high school certified and non-certified staff.
- Plan and implement staff development programs relative to district and building initiatives.
- Evaluate certified and non-certified staff using District 112 performance evaluation instruments

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:	20%	<i>Provide General Administration and Management</i>

Tasks involved in fulfilling above duty/responsibility:

- Administer current policies and goals of District 112.
- Comply with local, state and federal legislation/regulations.
- Facilitate and supervise a responsible budgeting process within District and state guidelines.
- Facilitate the procurement of necessary supplies, equipment and materials.
- Facilitate the formulation, implementation and evaluation of school procedures, rules and regulations.
- Understand, relate to, communicate with and serve a diverse population.
- Facilitate/Develop the school's schedule.
- Coordinate the school's internal and external public relations.
- Convene staff meetings.
- Coordinate the publishing of school communications.
- Monitor student achievement through examination of standardized test scores, students' progress, standards assessment and other information related to learning.
- Facilitate school's building leadership team activities.
- Mediate conflict between stakeholders.
- Supervise students enrolled in the school and promote their academic, social, emotional and physical growth and development.
- Foster a safe and positive school environment that enhances the learning process for students.
- Collaborate with school personnel, parents, community and students to develop and maintain high standards of pupil conduct and to enforce discipline when necessary with regards to due process of student rights.

Duty/Responsibility No:	4	Statement of duty/responsibility:
Percent of Time:	15%	<i>Other Responsibilities</i>

Tasks involved in fulfilling above duty/responsibility:

- Communicate the school's educational vision and philosophy, aligned to the district's, to the staff, students, parents, and community.
- Prepare necessary information for the completion of local, state and federal reports.
- Participate in school district, state and national seminars, workshops and conferences that foster personal professional growth.
- Serve on various district-wide, and other appropriate administrative, community, state and national committees.
- Performs other responsibilities/duties as assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Communication skills
 - Ability to be heard in a variety of settings.
 - Ability to read, analyze and interpret professional journals, technical procedures, government regulations, etc.
 - Ability to write reports, correspondence, procedure manuals, etc.
 - Ability to effectively present information and respond to questions from staff, parents, students, community members, supervisors and school board members in large and small groups.
- Finance Skills

- Ability to develop and maintain sound building budget processes.
- Ability to calculate figures and amounts such as percentages, formulas, etc.
- Reasoning Skills
 - Ability to implement problem solving techniques.
 - Ability to interpret technical instructions.
 - Ability to facilitate through use of conflict resolution management.
- Other Skills and Abilities
 - Ability to delegate responsibility and maintain accountability
 - Ability to use technology to communicate and manage

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Valid State of Minnesota Principal License or be eligible for license (required)

SECTION VI: EXPERIENCE REQUIREMENTS

- Exemplary teaching and/or administrative experience.
- Demonstrated leadership
- Strong interpersonal skills
- Commitment to continuous improvement
- Outstanding organizational skills
- Commitment to Personalized learning for all high school students

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: 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.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	C	Up to 25 pounds	O		
Sitting	F	Up to 50 pounds	O		
Talking in person/on the phone	F	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	O	Up to 100 pounds	O	Moving parts	O
Hearing	C	More than 100 pounds	O	Electrical shock risk	O
Feeling, grasping, finger dexterity	O	<i>Noise Levels</i>		Explosives	O
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	O
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	O
Stretching/reaching with hands &	O	Loud noise (i.e. many children laughing & playing, large earth moving	C	Varying weather conditions	O
				<i>Sight</i>	

Arms		equipment)		Vision for close work/ability to adjust focus	C
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Looking at computer monitor	C
Distinguishing temperature	O			Color vision (identify & distinguish colors)	C
Traveling by automobile	F			Peripheral, depth perception	C