

**JOB DESCRIPTION**  
**TITLE: Duluth Public Schools Principal**

<p><b><u>Title of Immediate Supervisor:</u></b> Director of Teaching, Learning and Equity</p>	<p><b><u>Department:</u></b> Office of the Assistant Superintendent</p>	<p><b><u>FLSA Status:</u></b> Exempt</p>
<p><b><u>Accountable For (Job Titles):</u></b> Assistant Principal, Teacher, Counselor and Other Licensed Staff, Clerical, Custodian, Educational Assistant and other paraprofessional, community education, food service, and outside resources (Americorps, Men as Peacemakers, etc).</p>		<p><b><u>Pay Grade Assignment:</u></b> Duluth Principals' Association Salary Grid based on grade level assignments.</p>
<p><b>General Summary or Purpose Of Job:</b></p>		
<p>The principal provides leadership for all school programs and collaborates with system-level leaders to achieve the District's mission. Serves as the primary instructional leader to ensure improved student achievement and establishes a culture of learning and continuous improvement. Champions District vision, core values, and strategic objectives and ensures a collaborative culture. Develops effective processes to plan for continuous improvement, solve problems to achieve desired results. Implements all school board policies and procedures, as well as state and federal mandates.</p>		
<p><b>DUTY NO.</b></p>	<p><b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)</p>	
<p>1.</p>	<p>Serves as the primary instructional leader for the school. Provides leadership for the school improvement plan, which includes a comprehensive needs assessment as well as short-term and long-term goals and a variety of strategies to reach these goals. Ensures improved student achievement by analyzing data, setting high performance goals, monitoring standards for achievement, aligning school resources, and prioritizing activities to achieve maximum results.</p>	
<p>2.</p>	<p>Establishes a culture of learning and continuous improvement by engaging stakeholders and motivating others to take action. Develops the knowledge and skills of others by providing instruction, expressing positive expectations, providing developmental feedback, and selecting training and work assignments to build capacity and delegating as necessary.</p>	
<p>3.</p>	<p>Develops and disseminates various forms of communication to the community. Works directly with a wide variety of groups affiliated with ISD 709 such as the PTSA, parent and community groups, local colleges and universities, various foundations, and community cultural groups. Implements various public relations efforts with community members, parents, staff and students. Plans for and makes appearances at numerous school and community functions.</p>	

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4.	Leads District vision, core values, and strategic objectives. Ensures a collaborative culture by expecting teams to set standards for their work, examine data regarding effectiveness, and take action to meet the standards. Develops effective processes to plan for continuous improvement, solve problems, and to achieve desired results. Supervises various human resource functions, including the screening and selection of both certified and non-certified staff. Manages the staff performance evaluation processes. Assists certified staff through the teacher improvement process.
5.	Builds, implements, and monitors an effective Master Schedule. Oversees all extra and co-curricular programs and collaborates with and monitors Community Education. Works with the administration to ensure that building policies and procedures are consistent with Federal, State and District rules and regulations.
6.	Initiates, provides support and assists with promoting school-wide efforts to increase mutual respect, pride, understanding and sensitivity to diversity and cultural differences. Leads staff in efforts to reduce the achievement gap and create an environment where all students feel welcome and connected to school life.
7.	Works with Learning Services to ensure that Federal, State and local standards are appropriately embedded throughout the curriculum. Supports the delivery of the District's defined curriculum and high quality instruction. Provides for specific professional growth opportunities for staff.
8.	Participates in professional development that emphasizes improved teaching and learning, curriculum and instruction, student learning, and a collaborative professional culture.
9.	Manages all school budgets. Budgets include day-to-day operations, departmental, integration, compensatory educations, staff development, capital equipment, extra and co-curricular, and grants. Plans, develops, monitors, and manages all financial transactions with accuracy. Assists with grant writing when appropriate. Oversees all building needs.
10.	Performs other duties of a comparable level or type.

**Certification or Licensing Requirements** (prior to job entry):

K-6, K-12 or 7-12 Principal's license issued by the Minnesota Department of Education (MDE).

**Knowledge Requirements**: Requires knowledge of:

Instructional leadership, organization development and management, instructional skills, knowledge base in curriculum and instruction.

- Adolescent and child development, learning styles, and motivation.
- Budget and financial operations, including how to build a budget and assess building and staff needs.
- Understanding of school laws, rules and regulations, including special education and due process.
- Human Relations methods and techniques.
- Coaching, training, and evaluation of certified and non-certified staff.
- Family dynamics, mental and chemical health issues, cultural diversity, racial relations and community dynamics, and related training models.
- Current knowledge of educational and social research

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- Building and implementing a Master Schedule.

**Required Skills:** Principal Competencies:

**Minnesota K-12 Principal Competencies (based on MN Rules 3512.0510, subparts 1 and 3):**

Leadership, Information Collection, Problem Analysis, Judgment, Organizational Oversight, Implementation Skill, Delegation of Authority, Instruction and Learning Environment, Curriculum Design, Student Guidance and Development, Staff Development, Measurement and Evaluation, Resource Allocation, Motivation, Sensitivity, Oral and Nonverbal Communications, Written Expression, Philosophical and Cultural Values, Legal and Regulatory Applications, Policy and Political Influences, Media and Public Relations.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities.

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			<input type="checkbox"/>	
Walk			<input type="checkbox"/>	
Sit		<input type="checkbox"/>		
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>			
Reach with hands and arms	<input type="checkbox"/>			
Climb or balance	<input type="checkbox"/>			
Stoop/kneel/crouch or crawl	<input type="checkbox"/>			
Talk and hear				<input type="checkbox"/>
Taste and smell		<input type="checkbox"/>		
<b>Lift &amp; Carry:</b>		<input type="checkbox"/>		
Up to 10 lbs.		<input type="checkbox"/>		
Up to 25 lbs.		<input type="checkbox"/>		
Up to 50 lbs.	<input type="checkbox"/>			
Up to 100 lbs.	<input type="checkbox"/>			
More than 100 lbs.	<input type="checkbox"/>			

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**General Environmental Conditions:** Generally, work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions. The typical noise level is considered to be moderate.

**General Physical Conditions:** Work can generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

<b><u>Vision Requirements:</u></b> Check box if relevant	Yes	No
No special vision requirements	<input type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

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**Addendum**

**Specific Essential Functions of Individual Classifications within the Duluth Public Schools**

REV 4/2016

**Principal Job Description:**

**High School Principal:**

- Provide opportunities for students to participate in student organizations
- Coordinate and supervise co-curricular and extracurricular activities
- Establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the state content standards and expectations
- Collaborate with and monitor community education in regards to the use of facilities and programming
- Coordinate early school registration for all students
- Provide an opportunity for 9<sup>th</sup> grade orientation for students and parents
- Coordinate and supervise end of year activities, including graduation
- Oversee student discipline, behavior and attendance. Communicate with police and county services as needed
- Oversee 504, IEP and special services for students. Coordinate Continuous Learning Plans, referrals, etc. for students going to ALC
- Perform other related duties as assigned by district administration

**Middle School Principal:**

- Coordinate 6<sup>th</sup> grade orientation for parents and students
- Establish the master schedule for instructional programs
- Coordinate and supervise co-curricular and extracurricular activities
- Work with the Community Education to develop a master schedule for the use of the school facilities
- Oversee student discipline, behavior and attendance. Communicate with police and county services as needed.
- Oversee 504, IEP and special services for students
- Perform other related duties as assigned by district administration

**Elementary School Principal:**

- Coordinate supervision and safety in all school areas during the regular school day: such as busses, breakfast, lunch recess
- Coordinate the problem solving process as part of an MTSS (academic and behavior) framework (tiered supports, progress monitoring, etc.)
- Oversee 504, IEP and special services for students Work with early childhood leadership to support early childhood programs and coordinate PreK-3 alignment
- Oversee student referrals for extended year programs (afterschool and summer school)

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- Oversee use of facility
- Oversee kindergarten roundup for incoming students
- Oversee student discipline, behavior and attendance. Communicate with county services as needed (i.e. educational neglect).
- Perform other related duties as assigned by district administration.

#### **Residential School Principal:**

- Oversee all residential school programs
- Ongoing communication with educational and residential staff and administration
- Supervise and facilitate the evaluation of certified and noncertified staff in collaboration with special education administration
- Coordinate classroom instruction with educational residential treatment personnel
- Transition of residential students to elementary, middle and high school
- Oversee all aspects of mental health, detention, chemical health, probation, and social services
- Establish the master schedule for instructional programs
- Coordinate supervision and safety in all school areas during the regular school day
- Collaboration with multiple state agencies regarding student needs from other states
- Coordinate and supervise end of year activities, including graduation
- Oversee 504, IEP and special services for students
- Oversee extended school-year programming for residential sites
- Perform other related duties as assigned by district administration

#### **Area Learning Center Principal:**

- Oversee ALC programming, i.e. Independent Study, Credit Recovery, Seat Based programs
- Oversee district-wide AEO Online Learning which includes accreditation, create course catalog, aligned curriculum, NCAA approval, 3 year review cycle w/MDE, National accreditation after year 5, etc.
- Facilitate Continuous Learning Plans for all ALC students
- Coordinate summer programming for students in need of credit recovery
- Coordinate supervision and safety in all school areas during the regular school day
- Coordinate and supervise end of year activities, including graduation
- Performs any other related duties as assigned by district administration

#### **High School Assistant Principal:**

- Oversee student referral to truancy court, SARB and attendance
- Assist in the supervision and evaluation of certified and noncertified staff
- Attend and supervise after-school, evening, and weekend school sponsored events and activities as assigned by the principal.
- Oversee transitions for students from residential or community programs
- Coordinates and supervised the daily operations of the school's attendance program
- Facilitate student supports; including 504 and IEP meetings
- Coordinate the problem solving process as part of an MTSS (academic and behavior) framework

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(tiered supports, progress monitoring, etc.)

- Coordinate supervision and safety in all school areas during the regular school day: such as hallways, buildings and school grounds
- Oversee student discipline, behavior and attendance. Communicate with police and county services as needed.
- Perform other related duties as assigned by district and/or building administration

#### **Middle School Assistant Principal:**

- Oversee student referral to truancy court, SARB and attendance
- Assist in the supervision and evaluation of certified and noncertified staff
- Oversee student discipline, behavior and attendance. Communicate with police and county services as needed.
- Facilitate student supports; including 504 and IEP meetings
- Coordinate the problem solving process as part of an MTSS (academic and behavior) framework (tiered supports, progress monitoring, etc.)
- Attend and supervise after-school, evening, and weekend school sponsored events and activities as assigned by the principal
- Coordinate supervision and safety in all school areas during the regular school day: such as hallways, buildings and school grounds
- Perform other related duties as assigned by district and/or building administration

#### **Elementary School Assistant Principal:**

- Facilitate student supports; including 504 and IEP meetings
- Coordinate the problem solving process as part of an MTSS (academic and behavior) framework (tiered supports, progress monitoring, etc.)
- Assist in the supervision and evaluation of certified and noncertified staff
- Coordinate supervision and safety in all school areas during the regular school day: such as busses, breakfast, lunch recess
- Perform other related duties as assigned by district and/or building administration