

GRAND RAPIDS PUBLIC SCHOOLS
ISD #318

Position Title: **Principal – Elementary**
Accountable to: Superintendent of Schools
Department / Unit: Certified Administrator
Terms: 12 month, supervisory, salaried employee
Date of Latest Revision: April 2019

I. PURPOSE OF THE POSITION

To provide leadership and management of the educational program to maximize student learning.

II. MAJOR JOB RESPONSIBILITIES

Staff Development Supervision and Evaluation

1. Employ highly qualified individuals to fill vacancies, using guidelines of the various employee contracts.
2. Observe classroom instruction both on a scheduled and non-scheduled basis and meet with teachers to discuss and improve classroom practices to improve student learning.
3. Collaborate with other supervisors to assure that all non-certified and certified staff are evaluated on a scheduled basis.
4. Conduct formal and informal needs assessments to identify areas for concentrated staff development.
5. Deliver staff development in-service sessions on a continuous basis.
6. Conduct grade level, team, department, or building meetings.

School Management

1. Implement the elements of effective schools.
2. Provide a school climate that is conducive to student learning.
3. Prepare and supervise the preparation of inventories, reports, records, lists and all other procedural paperwork required or appropriate to the school's administration.

4. Prepare and/or supervise class schedules and rosters necessary to carry out the instructional program.
5. Prepare and monitor the building budget within the framework and time lines provided.
6. Communicate to building staff the goals of District 318 and the process to achieve these goals.

Self Development

1. Assume responsibility and develop a plan for professional growth and development.
2. Share with others knowledge, understanding and assistance when the occasion requires.
3. Visit, attend, and report on schools, meetings, conferences, or conventions when appropriate.
4. Use the District's evaluation process and performance review system as basis for self-improvement.

Curriculum and Instruction

1. Develop well defined goals aligned with the Minnesota Academic Standards with an emphasis on student achievement and building climate.
2. Assure that classroom instruction and outcomes comply with school board approved goals and programs.
3. Monitor student achievement and provide feedback to the parents, administration, and the school board.
4. Supervise the adoption of curriculum and instruction to meet student learner needs at the building and classroom level.

District Responsibilities:

1. Comply with Federal, Minnesota, MDE statutes and regulations, contract and School Board Policy and administrative procedure.
2. Communicate with the Superintendent and Curriculum and Instruction Director on school matters, activities, and other issues.
3. Perform other job related responsibilities as apparent or delegated by the Curriculum and Instruction Director and Superintendent.

III. QUALIFICATIONS

Knowledge, Skills and Abilities required to qualify for this position

Master's Degree
Current Minnesota Principal Licensure

Verbal and written communication, management, organizational, and supervisory skills with both professional and trades people.

Demonstrated competence in dealing with complex problems of an administrative nature in the areas for which accountable.

Knowledge of current issues and challenges impacting public education and also the current developments to address these issues and challenges.

Effectively use current technology tools to enhance personal productivity.

Ability to write and/or present reports, documents, presentations, proposals and general correspondence in a clear and concise manner.

Ability to develop long-range plans, establish and successfully achieve goals and make consistently sound, defensible decisions in performing all aspects of this position.

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