



Maple Lake Schools

JOB DESCRIPTION

Position Title: Elementary Principal	10/9/2024
Department: Elementary	Exempt Status: Exempt
Reports To: Superintendent	
Approval: _____ (Superintendent)	Approval: _____ (Personnel Coordinator)

JOB SUMMARY: Under the direction of the Superintendent, the Principal promotes the success of all students by administering the day-to-day school operations and resources for a safe, efficient and effective learning environment. Responsibilities include facilitating the development, articulation and implementation of a vision of learning that is shared by a vibrant school community; and advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and professional growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and directs the internal and external communication of the school. Communicates directly with staff members individually and building wide via weekly bulletins and/or staff meetings. Communicates with external clients including parents and the local newspaper as necessary. Updates the Superintendent of activities and concerns.
2. Establishes and maintains an effective learning climate in the school by providing a safe building environment for all students and staff.
 - Assumes responsibility for the implementation of all board policies.
 - Maintains relationships with students, staff and parents.
 - Establishes guidelines for proper student conduct and maintains student discipline.
 - Effectively manages students and staff during times of noncompliance according to school board policy.
3. Assists with Technology Management at the building level by collaborating with the Technology Department in defining and understanding individual roles, assisting with the prioritization of tasks and informing the Director of Business and Director of Technology of technology needs.
4. Supervises and administers the organization, scheduling and maintenance of records at the building level. Prepares and supervises the preparation of reports, records, lists and other paperwork required or appropriate to the school's administration.
 - Develops the master schedule.
 - Works with various members of the district administrative staff on school problems such as transportation and special services.
 - Supervises the maintenance of accurate records on the progress and attendance of students.
5. Plans and monitors the building budget.
6. Supervises and evaluates building staff and school programs.

7. Serves as the building curriculum and instructional leader by providing purpose and direction for individuals and groups.
8. Develops, establishes and fosters relationships with local community groups and individuals.
9. Performs other related duties as assigned.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education Training and Experience Requirements:

- Master's Degree in Education or related field
- Minimum of 3 years prior related work experience

License/Certification Requirements:

- State of Minnesota Administrative License K12

Essential Skills Required to Perform the Work:

- Knowledge of Instructional and educational theories, trends, principles and practices.
- Knowledge of child development theories, principles, and concepts.
- Knowledge of supervisory and management theory, principles and techniques.
- Knowledge of state, federal and district policies.
- Knowledge of Special Education and SPED law.
- Knowledge of safety and crisis plans.
- Knowledge of policies, procedures, rules and guidelines pertaining to school budgets.
- Knowledge of student management and student discipline.
- Knowledge in the principles and fundamentals of public relations and public involvement.

Work Skills and Characteristics:

- Skilled in effectively interacting and communicating with staff, students, parents and community.
- Skilled in providing purpose and direction for groups and individuals.
- Skilled in facilitating the development of a shared vision for the school.
- Skilled in decision making, including information collection and seeking knowledge of policies, laws, precedents and practices.
- Skilled in mathematics and the application and use in budget planning.
- Skilled in judgment, including the ability to formulate logical conclusions, adaptability and the ability to prioritize.
- Skilled in organizational oversight, including scheduling work, activities, and project deadlines.
- Skilled in delegating, supervising, training, evaluating and planning work assignments and priorities for staff.
- Skilled in scheduling day to day functions and special events and programs.
- Technology skills including email, student management system, SMART, and Google.
- Presentation skills.

This description describes the general nature and work expected of an individual assigned to this position. Employee be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability

TERMS OF EMPLOYMENT:

Salary and work year will be established by the School Board.

EVALUATION:

Performance of this job will be evaluated by the Superintendent.

COMPARABLE WORTH:

Job Title: Elementary Principal

State Job Match: Business Manager 1

State Point Rating: 342

Possible Point Range: 314-353