

Principal

Dept/Div: Administration/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work monitoring and implementing policy and procedures to best meet the goals of the District, leading staff evaluations and development opportunities, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Continuous supervision is exercised over all personnel within the program.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Directs and monitors school programs.

Hires, supervises, evaluates and recommends dismissal of program or building staff.

Provides leadership and development for programs including instructional, curriculum, assessment and teacher staff development.

Communicates with stakeholders; participates in setting and administering district goals and outcomes.

Provides general oversight of district resources.

Assists member districts with hiring and oversight of member programming.

Provides leadership in the development and administration of policies relative to the operation of the schools.

Knowledge, Skills and Abilities

Thorough knowledge of the policies and procedures of running an effective education program; comprehensive skill developing and administering a budget; comprehensive skill completing performance appraisals; through skill using standard office equipment and applicable hardware and software; general skill operating standard accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with citizens, district staff, member principals, consultants and the general public.

Education and Experience

Master's degree in education administration, curriculum, instruction, assessment, or related field and moderate experience in education administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota K-12 Principal license.

Last Revised: 9/27/2011