



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent, Elementary Principal Manages the delivery of educational services to elementary pupils in grades K-4. Evaluates, reports, and manages personnel, buildings, equipment, transportation, food services, and grounds of the elementary schools. Formulates plan to build on goals to improve moral of all stakeholders.

Job Title:

Elementary Principal (Pre K – 4)

Revised Date:

11-13-17

Job Description: Oversees all areas within the Elementary buildings

Task:

- Administers elementary school education programs to include:
 - Planning of programs
 - Scheduling of courses and activities
 - Recruiting, interviewing and recommending selection of staff
 - Coordinating with other schools and programs
- Supervises licensed and non-licensed personnel including development, evaluation of performance, discipline, assigning work, and directing job activities.
- Evaluates and pursues, as appropriate, school-wide projects with major funding sources, taking the projects from start to finish, developing through appropriate district policies, budgets, and supervision.
- Monitors and directs Title 1 grant and all applicable federal and district guidelines, including the Title 1 budget.
- Directs the pupil accounting system which includes attendance, tardiness, registration, permanent records, and report cards.
- Supervises and directs the implementation of curriculum at the K-4 grade level, under the guidance of the curriculum director.
- Directs the assignment of students to teachers and is involved in the process of placement of special education students' schedules.
- Coordinates inter-related school programs such as nursing, staff development, and testing.
- Implements all facets of the kindergarten program including but not limited registration, round-up activities, etc.
- Directs the purchase of and monitors the budget for supplies and equipment for the two elementary schools.
- Directs and is responsible for the discipline management of students at the two elementary schools. Responsible for elementary students during transportation to and from school. Meets with parents, individuals, and staff members to resolve discipline problems.
- Directs and is responsible for pupil supervision in lunch rooms, halls, and on school grounds.
- Recommends changes, repairs, cleaning, and improvements of elementary buildings and grounds.
- Involved in individual pupil staffing both in and out of district for special education services. Responsible for cooperation and involvement in MAWSECO programs that are placed in elementary schools or impact K-4 grade students.
- Supervises or directs supervision of all evening activities organized by the elementary schools including but not limited to concerts, programs, P/T conferences, etc.
- Ensures that staff members follow handbook procedures and district policies. Establishes expectation that policies are known and implemented at the elementary schools.
- Attends monthly school board meeting to give a report on elementary schools and assists in the occasional program report.
- Plans, conducts, and attends various meetings including general staff meetings, IEP meetings, and other district and community meetings applicable to the elementary school.
- Monitors from a building usage standpoint, the safety and security of students, staff, and community. Establishes safety procedures and drills for all programs in the elementary building.

Job Location:	Winsted MN/Waverly MN	Company Industry:	Public School
Job Role:	Education Administration	Employment Status:	Full-time
Employment Type:	Contract or Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	E-8-1		
State Job Match Points:	615		
Qualifications:			
<ul style="list-style-type: none"> • Licensed by the Department of Education for position, K – 12 license. • Minimum of 1-3 years of experience in a similar profile is preferred. • Excellent communication skills, ability to deal with candidates and employees at all levels. • Strong attention to detail and good interpersonal skills. • Strong decision making and problem solving skills. • Ability to multi-task in fast-paced dynamic environment. 			
Career Level:	Management, Executive/Director	Years of Experience:	[1-3 years]
Degree:	Master's Degree or Specialist in Educational Administration		
Collective Bargaining Agreement – Principal			
Approved By: Brad Sellner		Date Approved: 6-30-14	