



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Secondary Principal will be responsible for each and every child’s well-being and education; assist both instructional and non-instructional staff in meeting pupil’s needs; carry out the policy and directive as set by ISD 2687 Board of Education and Superintendent; establish good relationships with parents and with other staff members; carry out prescribed standards as set forth by State Standards.

Job Title:	Secondary Principal	Date:	11-13-17
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Job Description: Manages the educational development of all students

Principal:

- Supervises certified secondary staff to insure proper elements of instruction; coaches teachers to implement curriculum.
- Screens, interviews, and recommends staff selection.
- Manages day-to-day operations to include:
 - Insuring maintenance of program reports
 - Following up on communication to parents
 - Class schedules and lesson plans
 - Listening and find resolution to complaints/grievance of students, staff and parents.
- Plans, conduct and attends various meetings with teachers and other district staff and community.
- Communication with community stakeholders – written, telephone, email or personal requests for information.
- Oversee Master Schedule of Teacher assignments.
- Supervises the counseling program to make sure students have sufficient credits and required courses (should be delegated)
- Discipline of students that are educational in nature; over sees the discipline and management of student body.
- Attendance policies
- Oversee program budgets
- Responsible for supervision of extra-curricular program and student events
- Attend 504/IEP meetings
- Approves building level curriculum/instruction purchases

Curriculum Director:

- Establish Curriculum cycle to upgrade curriculum on a regular basis
- Determine member of a curriculum team
- Analyze testing to identify positive results as well as negative results
- Align the present curriculum with the Minnesota Academic Standards
- Determine which standards are covered with present curriculum as well as standards not covered well current curriculum
- Identify materials that are available to support the standards
- Present the curriculum materials to the school staff members to determine which materials work best for their teaching style
- Order identified curriculum materials keeping within the determined budget.
- Arrange for staff in-service on any new curriculum materials
- Meet with other curriculum departments on an annual basis to determine needs and concerns
- Meet on a regular basis with the District MEEP Team (monthly, 2 hours/mtg.)
- Meet on a regular basis with the District Curriculum Advisory Committee DCAC (bi-monthly, 2 hours/mtg.)
- Complete the annual Systems accountability Report
- Complete annual curriculum reports

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	Principal	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. • 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. • Excellent Leader 			
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: 1-30-15	