

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2007

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> High School Principal	<b>Department:</b> Instructional
<b>Immediate Supervisor's Position Title:</b> Superintendent of Schools	<b>FLSA Status</b> Exempt
<b>Band/Grade/Subgrade:</b> E-9-2	<b>Bargaining Unit:</b> Principals' Association
<b>Job Summary:</b> Under the direction of the Superintendent, the High School Principal provides leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum at the building level. Manages the operation and all functions of the grade 9 -12 secondary school. Supervises school staff regarding instruction, curriculum, student programs and issues, and building operations. Schedules and attends meetings, as appropriate. Leads the site improvement process.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides for the selection, supervision and evaluation of all staff members, as well as various staff procedures.
<b>Percent of Time:</b>	25	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Supervises and evaluates certified secondary staff, ensuring that the proper elements of instruction are implemented; coordinates the teacher supervision and evaluation processes with the assistant principals.</li> <li>• Evaluates assistant principals and the activities director.</li> <li>• Supervises secretarial, paraprofessional and custodial staff (in conjunction with Coordinator of Buildings and Grounds) in the performance of their duties.</li> <li>• Manages staff and program improvement processes, as well as teacher Professional Development Plans. Evaluates all staff assigned to the building.</li> <li>• Screens, interviews and recommends the selection of staff; including teachers and paraprofessionals; assigns the teaching staff.</li> <li>• Assures the existence of a faculty participating decision-making process through the department chair structure.</li> <li>• Manages all staff orientation processes.</li> <li>• Manages and edits the staff handbook.</li> <li>• Supervises police liaison services.</li> <li>• Manages all building security and staff procedures, including evacuation and emergency plans.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Manages the daily operations of the building.
<b>Percent of Time:</b>	20	

**Tasks involved in fulfilling above duty/responsibility:**

- Coordinates the building and grounds maintenance program at the building level.
- Co-supervises custodial services within the building.
- Interprets policies related to faculty, staff and students.
- Responds to and resolves complaints and grievances of students, staff and parents.
- In the absence of the assistant principal, disciplines students.
- Develops building objectives and procedures to facilitate the delivery of programs, student discipline, scheduling and recordkeeping.
- Coordinates various District programs with the regular education program.
- Supervises athletic events, evening school functions, and attends school-related community events.
- Manages field trips, out-of-state trips, and related transportation requests.
- Manages school safety and security processes including crisis management procedures.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Plans, conducts and attends meetings, events, and provides for public relations.
<b>Percent of Time:</b>	18	

**Tasks involved in fulfilling above duty/responsibility:**

- Plans, conducts and attends meetings with teachers, other District staff and the community.
- Takes steps to ensure excellent public relations, including the parent newsletter, building and teacher websites, the school paper, and the yearbook.
- Manages all advisory groups, including teacher, staff, parent and student groups.
- Plans and implements recognition events such as academic award banquet, recognition assembly and graduation ceremony.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Responds to written requests for information from students, staff, parents, business, as well as from other school districts; provides for student reports.
<b>Percent of Time:</b>	7	

**Tasks involved in fulfilling above duty/responsibility:**

- Supervises the completion of, or actually completes, reports required by the District or by the State of Minnesota.
- Manages all student grade reporting processes, honor roll and student records.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Develops and implements a plan for the continuous evaluation of the curriculum and programs.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

- Collaborates with other District administrators in assessing and recommending District programs and policies.
- Coordinates the total curriculum with all departments.
- Leads high standard implementation process, including curriculum development, standards assessment, recordkeeping, and reporting.
- Coordinates the “tech prep” program.
- Assures and implements building site-based decision-making processes.
- Organizes and manages the North Central and other school improvement processes.
- Manages the student graduation process.
- Co-supervises and manages the building technology plan.
- Manages, analyzes and interprets data, including assessment results, for school improvement purposes.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Develops the master schedule based upon student registration.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b> Organizes, develops, revises and distributes all schedules.		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Plans and recommends budget, subject to administrative approval.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>Manages the total budget and activities accounts.</li> </ul>		

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		Type of degree: (B.S., M.A., etc.) Specialist Degree	
High school diploma or GED.		Major field of study or degree emphasis: Educational Administration or Educational Leadership.	
1 year college	2 years college		
3 years college	4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
x	2nd year graduate level	<ul style="list-style-type: none"> <li>Assessment, data, and school improvement processes.</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>▪ Curriculum and curriculum trends as well as State and local requirements.</li> <li>▪ Adolescent and child development, learning styles, and motivation.</li> <li>▪ Budget and financial operations, including how to build a budget and assess building and staff needs.</li> <li>▪ Understanding of school laws, rules and regulations, including special education and due process.</li> <li>▪ Graduation standards.</li> <li>▪ Basic and advanced human relations methods and techniques.</li> <li>▪ Proper evaluation, coaching and training of certified and non-certified staff.</li> <li>▪ Family dynamics, cultural diversity, racial relations and community dynamics, and related training models.</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b>	
At least three years teaching experience is required	
<b>Required Supervisory Experience:</b>	
3 years administrative experience supervising instructional programming and staff.	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Grade 7-12 Secondary Principal's license issued by the Minnesota Department of Education.

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff, and students.</li> <li>● Building and implementing a Master Schedule.</li> <li>● Information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow, and classifying and organizing information for decision making and monitoring.</li> <li>● Problem analysis including analyzing information, framing issues and identifying causes, seeking additional information, framing and reframing possible solutions, demonstrating conceptual flexibility and assisting others in forming opinions.</li> <li>● Judgment, including the ability to formulate logical conclusions from quality and timely decisions, adaptability and the ability to prioritize.</li> <li>● Organizational oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines.</li> <li>● Implementation, including putting programs into action, facilitating coordination and collaboration of tasks, establishing checkpoints and monitoring progress, providing corrections when required, and supporting those who are responsible.</li> <li>● Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately, and follows up on work tasks.</li> <li>● Ability to accommodate cognition and achievement differences.</li> <li>● Excellent communication, including written, oral and listening skills.</li> <li>● Excellent large and small group presentation skills.</li> <li>● The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Teacher, Specialist, Educational Assistants,	93
2	Assistant Principal and Activities Director	3
3	Administrative Support Personnel	6
4	Building Nurse and Parking Lot Monitor	2
<b>TOTAL</b>		104

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Custodians & Food Service	<b>Total:</b> 19

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Generally, work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Occasionally, work is performed in outdoor weather conditions. Work may involve some disagreeable human interactions dealing with the public, staff, parents, and students.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		x		
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			

more than 100 pounds	x			
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**  
 Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

Signature – Department Head	Date
Signature – Human Resources	Date

**Classification History:**

Created 9/03 by BCC  
 Updated 3/04 by BCC