



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Elementary Principal	<b>Department:</b> Teaching & Learning	<b>Bargaining Unit:</b>
<b>Immediate Supervisor:</b> Superintendent	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the Superintendent, the Elementary Principal is responsible for providing educational leadership by implementing educational and district initiatives at the building level and for directing, supervising and overseeing all school improvement programs, safety and building operations, personnel and instructional activities within the building. The Elementary Principal collaborates and works closely with other administrators, staff, students and the public in addressing and meeting the educational needs and goals of the District, its students and its families, and in performing various public relations responsibilities within the community.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the educational leader and administrator within the building. Directs and supervises instructional staff and administrative support personnel within the building. Administers and oversees all staffing issues, concerns and personnel actions within the building.
  - a) Observes and evaluates teachers. Observes, assesses and prepares evaluation reports on certified staff in accordance with District guidelines and requirements. Recommends the continuing status of individual teachers.
  - b) Evaluates secretarial staff and paraprofessionals.
  - c) Recruits, screens, interviews and hires all building level staff.
  - d) Makes job assignments, plans and formulates building scheduling and plans.
  - e) Coordinates staff development activities of Elementary personnel.
- Coordinates and works with central administration personnel regarding school needs and problems. Prepares and/or supervises the preparation of reports, lists and all other required informational data required of the district. Supervises the maintenance of all building records and attendance.
- Implements District policies as well as state and federal provisions impacting school plans, organizational procedures related to health, safety, discipline and/or the conduct of students. Handles and addresses all classroom, playground/cafeteria and disciplinary issues. Determines appropriate consequences and communicates with students, teachers and parents. Implements safety procedures within the Elementary and participates in safety drills/exercises.
- Prepares and administers the budget for the Elementary and works closely with the Superintendent and Director of Business Services.
- Provides leadership, supervision and coaching for District initiatives such as the development and implementation of curriculum initiatives, technology training, professional learning communities, goal setting or organizational improvement programs/initiatives impacting the Elementary. Attends workshops, district administrative meetings and

various curriculum meetings, as required.

- Performs a variety of public relations functions.
  - a) Participates and works closely with parent organizations, parent meetings, and or requests for information.
  - b) Serves as the primary spokesperson concerning building level issues.
  - c) Serves as a liaison between building level personnel and district administration..
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
  - b) Keeps abreast of changing developments, trends, and technologies within the field.
  - c) Attends special events held to recognize student achievement or school sponsored activities, functions or events.

### 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: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Master's Degree
	High school diploma or GED.		
	1 year college	2 years college	<b>Major field of study or degree emphasis:</b> Educational Administration, Educational Leadership or related area.
	3 years college	4 years college	
	1st year graduate level		
x	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Curriculum, instruction, and learning principles, concepts, theories, approaches, techniques, and trends as well as State, federal and local requirements and standards.</li> <li>• Management theory, principles and techniques.</li> <li>• District discipline policies and administrative policies, procedures and standards.</li> <li>• Budget and financial operations, processes and procedures.</li> <li>• Understanding of school laws, rules and regulations, including special education and due process.</li> <li>• Human relation concepts, principles and techniques.</li> <li>• Principles, techniques and best practices pertaining to staff evaluation, coaching and staff development of certified and non-certified staff.</li> <li>• Fundamentals of curriculum development, research and evaluation principles.</li> <li>• School leadership models, concepts and principles.</li> <li>• Knowledge of instructional technology.</li> <li>• Understanding of testing, statistical analysis and assessment procedures, processes and techniques.</li> </ul>

<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 years administrative experience supervising instructional programming and staff.																
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required:</b> Requires a valid driver's license in the State of MN. Teaching License and Principal Licensure.															
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Providing leadership, purpose and direction for groups and individuals, facilitating the development, formulation, planning and implementation of educational plans, organizational changes and building programs.</li> <li>• Managing, supervising, evaluating, mentoring and handling personnel actions and concerns within the building.</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 of outcomes.</li> <li>• Observing, evaluating, mentoring and supervising instructional personnel.</li> <li>• Problem analysis and solving skills 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>• Organizational oversight, including scheduling work, using resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines.</li> <li>• Planning, formulating and implementing building level programs, activities and services consistent with District directives and policies.</li> <li>• Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately, and following up on work tasks.</li> <li>• Public relations and communication functions, activities and programs.</li> <li>• Excellent communication, writing and presentational skills.</li> </ul>															
<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>																
	<table border="1"> <thead> <tr> <th></th> <th><b>Titles of Positions Directly Supervised</b></th> <th><b># of Employees</b></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Licensed Teachers</td> <td>50</td> </tr> <tr> <td>2</td> <td>Educational Assistants</td> <td>35</td> </tr> <tr> <td>3</td> <td>Office Personnel</td> <td>2</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td><b>87</b></td> </tr> </tbody> </table>		<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>	1	Licensed Teachers	50	2	Educational Assistants	35	3	Office Personnel	2	<b>TOTAL</b>		<b>87</b>
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<b>INDIRECT SUPERVISION:</b>																
<b>Number of employees indirectly supervised:</b>																
<b>Total:</b>																
<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b> Duties are generally performed in a typical school office/setting where there are minimal environmental hazards and risks. Employee(s) may be</p>															

exposed occasionally to disagreeable conditions involving human/student/parental contact.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs		X		
Walk		X	X		Up to 25 lbs	X			
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms	X				Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

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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.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**Classification History:**

Prepared 4/2015 by BCC. Updated 5/2015.

