

Job Description

Position: Principal
Location: Mandaree Public School District #36

Duties and Responsibilities:

1. Principal's performance of supervisory/managerial duties will be carried out in accordance with state and local regulatory requirements and other Bureau/Office policies governing the following areas: Diversity/EEO obligations; internal management controls; Safety and Occupational Health obligations; Effective performance management; and Effective management of ethics, conduct & discipline issues.
 - a. Demonstrates leadership skills that develop effective working relationships with others. Handles difficult situations with subordinates with professionalism and effectiveness, and demonstrates foresight in correcting situations that may cause future problems before they arise. Encourages independence and risk-taking among subordinates, yet takes responsibility for their actions. Promotes a safe working environment and solutions to problems encountered in meeting other management obligations including internal management controls, merit systems obligations, managing performance, and management of ethics, conduct and discipline issues.
2. Principal provides leadership in the development and implementation of curriculum/instruction, which are aligned to the respective state assessment and standards/benchmarks.
 - a. In collaboration with stakeholders, analyzes and forecasts school needs to plan an appropriate program of instruction. Reviews current educational issues, trends and research, legislation, and government activities and uses that information when appropriate for program improvement. Communicates to staff and community the academic plan and its progress. Anticipates the unexpected and uses alternative methods to adjust assignments and resources to achieve program goals. Demonstrates mastery of best classroom practices which provides for improved student achievement. Adheres to all applicable regulations.
3. Principal ensures the appropriate use of monies and resources to implement school improvement goals.
 - a. Demonstrates a mastery of the Federal Finance System and Human Resource practices in order to manage an efficient school system that meets the mission(s) of the organization. Is a positive influence on operating procedures and/or program implementation, which contributes substantially to organizational growth and recognition.
4. Principal appropriately communicates in oral and written formats for the efficiency of the service.
 - a. Oral and written communications are clear and effective. Communicates in ways that improves cooperation among participants in the workplace and prevents misunderstandings. Complicated or controversial subjects are presented or explained to a variety of audiences so that desired outcomes are achieved.
5. Principal facilitates the processes for total school reform to ensure student progress.
 - a. Has a clear understanding of current research-based school reform principles and strategies to ensure the effective development of and implementation of the Consolidated School Reform Plan and amendments; Guides the effective functioning of the School Improvement Team in implementing, monitoring and amending all programmatic plans. Invites the involvement of all stakeholders in the process of school improvement.
6. Principal performs all necessary functions of an educational leader of the school, which includes professional development; student assessment and accountability programs, and parent/community relationships.
 - a. Demonstrates instructional leadership as evidenced by seeking out and providing staff and other educational entities with information on methodologies, research and current educational trends. Recognized by peers and other organizations. Implements effective teaching and learning processes. Promotes learning as the primary purpose of the school to all stakeholders. Identifies and acknowledges effective performance in objective terms. Mentors staff to ensure highly qualified personnel and models continual learning. Analyzes and use data-based researched strategies that focus on student learning drawing on relevant information sources such as student assessment results, student and family demographic data, and an analysis of community needs.

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7. School personnel will maintain a positive attitude that will aid in relationship building.
 - a. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents; contact parents about appropriate and inappropriate behaviors either in writing or by phone.
8. Is proficient with technology.
9. Participates in on-going professional development.
10. Maintain a web page on the school web site.
11. Is on time and reports to assigned duties.
12. Other duties as assigned by supervisor.

Physical Effort:

1. Must be able to lift 30 pounds as needed for supplies, etc.
2. Must be able to stand for extended periods.
3. Must be able to sit for extended periods for field trips when scheduled.

Working Conditions:

1. Classroom environment.
2. Later hours may be required for school related functions (Parent/Teacher Conferences, Open House, Title I meetings, etc.).

Qualifications:

1. Valid North Dakota Teaching Certificate and meet the highly qualified teacher provisions set in the No Child Left Behind legislation.
2. Valid North Dakota driver's license.
3. Must follow the district's Drug and Alcohol Policy.
4. Must complete and sign a Provisional Hiring Statement.

Supervision Exercised:

1. Students
2. Teachers
3. Support Staff
4. Paraprofessionals

Evaluation:

1. Superintendent
2. Performance Appraisal
3. NDCC 15.1-15