

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Principal

DEPARTMENT / BUILDING: Principal/Highview Elementary School

TITLE OF IMMEDIATE SUPERVISOR: Superintendent

BARGAINING UNIT: Lakeville Association of School Administrators

POSITION SUMMARY: Responsible for day-to-day instructional leadership and administration for all educational and operational aspects of the school. Specific duties will vary between buildings depending on individual needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Establishes and maintains an effective learning climate in the school.
2. Demonstrated leadership qualities; strong instructional leader committed to continuous school improvement and research-based best practices; collaborative, relationship-centered leadership style; the ability to integrate technology into the educational delivery system; focus on data-driven decision making, systems thinking and commitment to expanded opportunities for stakeholder involvement.
3. Serves as instructional leader including leading curriculum, instruction, assessment and intervention best practices, leading Professional Learning Communities and the Teacher Development and Evaluation process and providing effective feedback to staff for continuous improvement.
4. Interviews candidates and makes hiring recommendations for all positions. Assigns staff to positions and provides orientation.
5. Supervises licensed and non-licensed staff in accordance with District procedures. Makes recommendations for tenure, non-renewal or dismissal.
6. Prepares and manages the budget for the school. Maintains accurate budgetary records as required by District policy and state law.
7. Prepares District, State and Federal reports as required.
8. Creates or approves the master schedule.
9. Maintains active relationships with students, parents and staff.
10. Keeps the Superintendent and appropriate Cabinet Administrators informed of school programs and issues.

11. Interprets and enforces District policies, practices and procedures. Keeps abreast of School Board actions and proceedings.
12. Conducts meetings to disseminate information, discuss issues and plan for the overall functioning of the school.
13. Serves on committees and task forces as assigned.
14. Assists in the development, revision and evaluation of curriculum at the District level. Leads the development of the instructional program at the school site.
15. Monitors student progress and standardized test scores. Works with the Learning Specialist and the staff to improve or change any areas of concern.
16. Provides leadership in the design and implementation of appropriate staff development activities.
17. Keeps abreast of educational research. Assumes responsibility for own professional growth through membership and participation in Regional, State and National organizations.
18. Works with parents and staff to design and implement a school-wide system for student management. Maintains high standards for student behavior and enforces discipline as necessary in accordance with due process regulations.
19. Serves as a liaison between the school and the community. Communicates with parents on a regular basis via newsletters, parent meetings, phone calls and informal contacts.
20. Attends special events, activities and functions sponsored by the school or the parent organizations.
21. Recognizes the achievements and accomplishments of students and staff.
22. Represents the School and District at meetings, workshops and conferences.
23. Supervises the maintenance of buildings, grounds and equipment in cooperation with custodial staff.
24. Delegates authority to appropriate personnel to assume responsibility for the school in the Principal's absence.
25. Assists in the implementation of support services in meeting the needs of the students and the staff.
26. Supervises the daily use of facilities by students and community groups.
27. Assumes responsibility for the safety of students and staff.
28. Performs other duties as assigned by the Superintendent and other appropriate Cabinet Administrators.

29. Works collaboratively with Equity Services, Student Services and Special Education colleagues to best support underserved students and families.

REQUIRED QUALIFICATIONS:

1. Must possess or be eligible for a valid license as a principal in the State of Minnesota.
2. Three to five years principal experience preferred.

Employee is required to:	Never	Occasionally 1-33%	Frequentl y 34-66%	Continuously 66-100%
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell	X			
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 10/17/2007

REVISED: 6/20/2012

REVISED: 3/28/2014

REVISED: 3/29/2019

REVISED: 11/28/2023