



**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	3	

JOB TITLE	CONTRACT REFERENCE
Elementary School Principal	Fridley Association of School Administrators

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	April 2019

**JOB SUMMARY.**

Serves as line officer between Superintendent and building staff. The Elementary School Principal is responsible for managing the educational programs, operations, personnel, and financial resources within the building to ensure that district policies are followed, district and state standards are achieved, and that the educational needs of all students are met. This includes but is not limited to the following essential duties:

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:

***Instructional Leadership***

1.	Drives differentiated instruction and continuous improvement by working with District personnel and by initiating and directing building staff efforts to meet instructional goals through data driven decision making.		
2.	Fosters a culture of high expectations and increased student achievement for all students.		
3.	Drives program improvement by directing the development, implementation and evaluation of the school improvement plan.		
4.	Coordinates the involvement of various building stakeholders--staff, parents/guardians, students--in the development and implementation of policies that enhance opportunities for students.		
5.	Engages in instructional observation, assessment, data review and coaching with teaching staff.		
6.	Ensures appropriate and effective instruction to meet needs of every student.		
7.	Administers and supports school wide behavior management using positive behavior interventions and supports.		

***Organizational Leadership***

8.	Maintains a safe, orderly and caring learning environment by directing maintenance, custodial, food service, health, transportation, safety, technology and other support programs and operations.		
9.	Manages the operational functions of the school including purchasing, staffing, scheduling, record-keeping, and reporting to various governmental agencies.		

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10.	Oversees development of the school's master schedule.		
11.	Prepares and administers budget for building and grounds, general fund, capital outlay, and personnel.		
12.	Directs, monitors and evaluates the curricular, co-curricular, and extra-curricular programs within the building.		
13.	Directly manages all certified and (in collaboration with appropriate Dept. Heads), non-certified personnel effectively and efficiently to maximize educational resources, including forecasting needs, recruiting, interviewing, recommending for hire, staff development, observation, evaluation of performance, discipline, and assigning work consistent with negotiated agreements, district policies, and building rules.		
14.	Collaborates with Community Education to facilitate the use of the building by outside groups.		
15.	Demonstrates a District view and regularly articulates District Mission, Vision, Core Values and Strategic Directions in leadership work.		
16.	Acts in accordance with professional ethics, state and federal laws and regulations, and District mandates, rules, policies, procedures and assignments.		
<b><i>Professional and Interpersonal Skills</i></b>			
17.	Models appropriate personal, professional, and ethical behavior that is respectful and fair, enhances the image of the school and the profession, and inspires others to higher levels of leadership and performance.		
18.	Consistently creates an atmosphere of value and respect for students, staff, parents, colleagues and community members.		
19.	Consistently models high level decision making that creates high levels of trust and engagement from all stakeholders.		
20.	Responds to requests for information from students, staff, parents, community groups, and governmental organizations.		
21.	Works to develop build and maintain a well-functioning school work team.		
<b><i>Parent and Community Relations</i></b>			
22.	Promotes a highly positive image of the school, students and district in the community and state.		
23.	Works cooperatively with colleagues, teachers, parents, support staff, and community members in the best interests of students.		
24.	Promotes parent and community involvement to actively support the work of the school through committee participation, written communications, meetings and other public relations strategies.		
<b><i>Professional Development</i></b>			
25.	Is an integral member of the district leadership team, serving on building, district, and community committees.		
26.	Directs and manages professional development of staff through goal setting, data retreats, professional learning cohorts, and programming aligned with district and school improvement plans		

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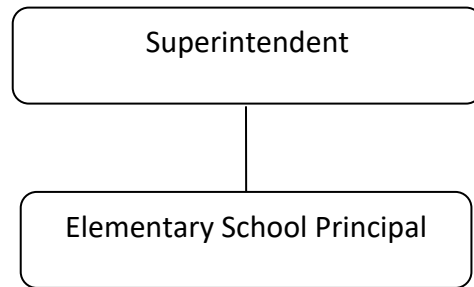
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**QUALIFICATIONS**

Administrative Licensure

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.