

**MONONA GROVE SCHOOL DISTRICT**  
**Position Description**

<b>Position Title:</b>	<b>Principal</b>
<b>Department Location:</b>	<b>School Building</b>
<b>Reports To:</b>	<b>Superintendent</b>
<b>Employees Supervised:</b>	<b>All employees assigned to his/her building, directly or indirectly</b>

**POSITION SUMMARY:**

Under the direction of the Superintendent, the Principal provides leadership for the instructional program, as well as the day-to-day operations of the building, including short and long-range planning, student issues, conducting meetings and staffing.

**PERFORMANCE RESPONSIBILITIES:** This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

**Essential Functions**

1. Shape a vision, mission, goals and continuous school improvement planning that align with the District vision, mission and goals.
2. Create and foster a healthy, positive, and safe school environment by building a sense of school community.
3. Cultivate leadership in school staff.
4. Define and promote high expectations for instruction through emphasizing research-based strategies to improve teaching and learning, and initiating discussions about instructional approaches both in teams and with individual staff members.
5. Provide leadership in the ongoing process of recruiting, selecting, developing, managing, and retaining high performing staff dedicated to maintaining a healthy school environment.
6. Provide leadership and coordination for building staff development in alignment with identified building goals and initiatives.
7. Ensure the effective delivery of an instructional program that meets the needs of all students.
8. Integrate the analysis of current programs and student achievement results into curriculum development activities.
9. Plan, prepare, justify and manage the school budget in accordance with District budgeting procedures and in alignment with identified building goals and initiatives.
10. Coordinate building maintenance with the Facilities and Operations Department.
11. Supervise and evaluate all staff assigned to the building and effectively address all performance issues.

12. Model culturally responsive practices.
13. Communicate effectively with students, parents, staff, community members, the Superintendent, and the Board of Education.
14. Facilitate the development of appropriate partnerships with businesses, social services agencies, and other organizations that promote a positive learning environment for all students.
15. Develop the master schedule.
16. Work effectively with parent groups, such as PTO.

#### Additional Job Functions

1. Recognize and celebrate student and staff accomplishments.
2. Foster constructive suggestions from students, staff, parents/guardians and the community for improving the schools/program.
3. Attend Principal and Administrative Team meetings.
4. Attend Board of Education meetings as requested by the Superintendent.
5. Perform other related duties as directed by the Superintendent.

#### **QUALIFICATIONS:**

##### Experience, Training, and Licensure

1. Valid Wisconsin Principal license or evidence of eligibility to be licensed as a Principal in Wisconsin required.
2. Master's Degree in School Administration or closely related field required.
3. Five or more years of successful teaching experience.

##### Knowledge, Skills, and Abilities

1. Knowledge of theory and practice in special education programming.
2. Knowledge of diversity.
3. Ability to establish and maintain effective relationships with staff and public.
4. Ability to effectively supervise the work of others.
5. Working knowledge of using technology to transform teaching and learning.
6. Knowledge of instructional and educational theories, trends, strategies, principles, and practices.
7. Knowledge of supervisory and management theory, principles, and techniques.
8. Skilled in 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.
9. Skilled in problem analysis.
10. Skilled in organizational oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, and monitoring project deadlines.
11. Skilled in delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, and using subordinates appropriately.

## **WORKING CONDITIONS:**

### Work Environment

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

### Physical Tasks

1. The person in this position needs to be able to move about inside the school building to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

*Disclaimer: This position description is subject to change at any time.*

**Board Approved: February 10, 2016**