

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Principal	Administration	Superintendent
JOB SUMMARY: Provides leadership, supervisory, and administrative skills that will promote the educational development of each student, supervise academic and support personnel employed in the building; manage the overall budget and physical plant of the school building and programs.		
QUALIFICATIONS: Must possess the qualifications and certification set by the State of Minnesota and the Minnesota Department of Education; three or more years of successful teaching experience. Two to five years of successful work as Assistant Principal is helpful.		
TASK NO.	DESCRIPTION WORK YEAR: Elementary Principals 212 days Middle School Principals 215 days High School Principal 220 days	FREQUENCY

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| 1 | In collaboration with others, provide leadership in the development, implementation, coordination and evaluation of a balanced educational curriculum, instructional and assessment program. | 25% |
| 2 | Work cooperatively with all members of the school staff and District Administrative team in the improvement of School District programs and services, including the alignment of plans and actions to the district’s vision and strategic direction. | 15% |
| 3 | Assume overall responsibility for the recruitment, selection, assignment, retention, supervision and evaluation of licensed and non-licensed personnel. | 10% |
| 4 | Develop and maintain effective levels of communication with the Superintendent, staff, students, parents and community. | 10% |
| 5 | Manage fiscal resources of the schools responsibly, efficiently, and effectively. | 5% |
| 6 | Appraise, modify and supervise a program of co-curricular activities to meet student needs. | 5% |

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TASK NO.	DESCRIPTION	FREQUENCY
7	Establish and direct a staff development program for school staff that supports district strategic directions and improvement plans.	5%
8	Supervise and administer a system of student record keeping and evaluation to measure school and student progress including the training on and the use of TIES.	5%
9	Develop and oversee an effective student management program. Promote a learning cultural that creates shared responsibility for students and school success built around respect for diversity and engagement of parents and community	5%
10	Maintain, supervise and coordinate use of building facilities for safe and efficient operation of the total school program.	5%
11	Serve as District Administrative Representative to the Administrative Board.	1%
12	Attend meetings, workshops and training sessions as directed by supervisor.	2%
13	Perform other related duties as assigned.	2%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE