



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Knights Academy and STMA Online Principal	Department / Building: ALP/High School
Reports To: Superintendent	FLSA Status: Exempt
Grade / Subgrade: Principal	Bargaining / Work Unit: Principals
Duty Year: 208 days	Position Last Updated: 02-05-2024

SECTION II: JOB SUMMARY

Responsible for administering discipline, supervision, and attendance at the Knights Academy program. In addition, responsible for the administration, oversight, and compliance of the STMA Online Learning program and for supporting school and district initiatives that create a safe and engaging learning environment to increase student achievement in the District's alternative learning program.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Student supervision, monitoring academic progress, and handling student discipline as related to the administration of the district's alternative learning program
Percent of Time	45%	

Tasks involved in fulfilling above duty/responsibility:

- Management of student discipline including removing students from class, assigning detentions, and recommending appropriate outcomes such as suspension and/or expulsion.



**ST. MICHAEL - ALBERTVILLE
SCHOOLS**
EXCELLENCE IS OUR TRADITION

- Communicates with students, staff and parents regarding plans of action.
- Supervises cafeteria, playground, lunch, recess, detentions, suspensions, and other activities as assigned.
- Monitors passage of students in the hallways, and other areas, and as they load/unload buses to ensure the safety of all students.
- Monitors student attendance and works with parents, teachers, nurses, and county staff to resolve student truancy issues.
- Communicates with parents/guardians regarding student academic progress towards graduation.
- Coordinates Knights Academy testing and assessment program according to district policy and tracks students' credits and progress.

Duty/Responsibility #	2	Statement of duty/responsibility: STMA Online learning administration and leadership
Percent of Time	40%	

Tasks involved in fulfilling above duty/responsibility:

- Serves as lead administrator for the implementation and oversight of STMA Online learning throughout the district including hiring, monitoring, enrollment, and compliance.
- Ensures learning access, monitors staffing, and oversight over the curriculum.
- Works with students and families enrolled in the programming to ensure success including communication and setting academic expectations for the programming.
- Collaborates with district administration and the high school principals to ensure close coordination with high school graduation expectations.
- Collaborates and coordinates extensively with high school counselors to extend STMA Online programming where it serves the educational needs of students.
- Ensures compliance of STMA Online programming with applicable state and federal laws including special education

Duty/Responsibility #	3	Statement of duty/responsibility: Staff management and special projects
Percent of Time	15%	

Tasks involved in fulfilling above duty/responsibility:

- Manages Knights Academy certified staff assignments and completes teacher evaluations.
- Develops teachers and acts as an instructional leader within the context of the alternative



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

learning and online learning programs.

- Attend meetings, workshops, and training sessions as directed.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of reading, writing, and math concepts sufficient to assist assigned students.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the alternative learning program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.
- Ability to demonstrate caring and warmth for children and an understanding of children's needs.
- Knowledge of and the ability to incorporate into the job, general concepts covering child and adolescent health and development.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Administrative license required.

SECTION VI: EXPERIENCE REQUIREMENTS

- Five years' of experience working with children and/or adolescents in an educational setting is



preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District’s established Core Values.
- Advancing the District’s mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying	Exposure to Environmentals	
Standing	F	Up to 10 pounds	F Possible exposure to blood-borne pathogens through body and/or body fluids	O
Walking	F	Up to 25 pounds	O Toxic chemicals	N
Sitting	F	Up to 50 pounds	O Moving parts	N
Talking in person/on the phone	F	Up to 75 pounds	N Electrical shock risk	N
Pushing/pulling	O	Up to 100 pounds	N Explosives	N
Hearing	F	More than 100 pounds	N Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather) N
Climbing, balancing	N	Quiet (i.e. private office)	F Extreme heat (non-weather)	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F Varying weather conditions	N
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O Sight	
Stretching/reaching with hands	O	Very loud noise (i.e. jack hammer,	N Vision for close work/ability to	F



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

and arms		front row rock concert)	adjust focus	
Distinguishing smell	N		Looking at computer monitor	F
Distinguishing temperature	N		Color vision (identify and distinguish colors)	F
Traveling by automobile	O		Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.