

HIGH SCHOOL PRINCIPAL (7th-12th) - MINNEOTA PUBLIC SCHOOLS

Minneota Public Schools is seeking applications for a full-time High School Principal.

ABOUT THE COMMUNITY/SCHOOL DISTRICT

Minneota is located in Southwest Minnesota, approximately 12 miles northwest of Marshall. We are a PreK-12 building/site with stable enrollment of approximately 595 students. Our community is very supportive of our students and our school and takes pride in everyone's achievements. Minneota Public School District is ranked 21st out of 446 districts in Minnesota by SchoolDigger.com and has a history of outstanding student accomplishments. The School District website can be accessed at <https://www.minneotaschools.org/>.

POSITION SUMMARY

Under the direction of the Superintendent, the successful candidate for this position will assume responsibility for providing leadership for Minneota High School in the areas of instructional direction, staffing, culture/climate, daily functions/operations, staff supervision, student programming, academic achievement, family/public engagement, and other operational functions of the school.

QUALIFICATIONS

- ✓ Must possess a valid license as a Principal in the State of Minnesota.
- ✓ Administrative experience is preferred but not required.
- ✓ A minimum of five years of teaching experience.
- ✓ Passionate about working with 7th grade through 12th grade students.
- ✓ Approachable and visible to students, staff, and the community.

SALARY/CONTRACT

A highly competitive compensation and benefits package, including up to a 230-day contract, will be negotiated based upon the successful candidate's background and experience. The salary is anticipated to be \$101,000 to \$115,000, depending on contract length and other factors.

APPLICATION PROCEDURE

To complete an application, please submit the following documents via email to Scott Monson, Superintendent – scott.monson@minneotaschools.org:

- a letter of interest
- professional resume
- three letters of recommendation
- the district's application form
- a copy of the administrative licensure
- a copy of college/university transcripts

ESSENTIAL FUNCTIONS

- Approach discipline consistently and fairly and thoroughly document disciplinary actions.
- Be approachable and visible to students, staff, and the community.
- Collaborate and work closely with district administration on matters impacting the district as a whole; participate in district-wide decision making, committees, and meetings to provide input, analysis, recommendation; and assist in the implementation of district-wide initiatives concerning staff development, curriculum, and programs.
- Coordinate and lead the development of a comprehensive high school curriculum, including oversight of graduation requirements, standards, and ceremonies.
- Cultivate a shared commitment to high academic achievement and character development for all students and staff.
- Establish and maintain effective working relationships with school administration, parents, students, teachers, support staff, and community members and follow through in a timely manner.
- Ensures that programs implement leading-edge technology and purposeful educational practices and programs that address the range of skills and developmental needs of each student.
- Foster a positive school culture that promotes an environment of responsibility and respect.
- Regularly evaluate all staff and provide effective staff development that addresses the needs of staff; provides coaching and assistance to staff in need of performance improvement; assist staff to establish rigorous, measurable goals.
- Responsible for the recruitment, selection and hiring, and support of all PreK-6 staff; clearly articulate roles and responsibilities and high expectations for job performance; supervise all assigned personnel, observe students and staff regularly to ensure performance measures are met, encourage accountability, growth, and excellence.
- Perform other related duties as assigned by the Superintendent.

APPLICATION DEADLINE

Please submit all requested application materials by 4:00 pm on Monday, April 14, 2025. However, the position will remain open until filled.

Please contact Superintendent Scott Monson at scott.monson@minneotaschools.org or (507) 872-6532 with any questions.

[START YOUR ONLINE APPLICATION NOW](#)

Minneota Public Schools does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status.