



## Elementary Principal/District Professional Development Support

### **Purpose Statement**

The Elementary Principal / District Professional Development Support position is a hybrid leadership role that maintains full responsibility for instructional leadership and school operations at Prairie Rose Elementary (approximately 70% of the role), while also providing district-level leadership in administrator professional development, instructional leadership systems, and implementation fidelity (approximately 30% of the role). Prairie Rose Elementary’s size and staffing structure allows the principal to effectively balance building-level leadership with district responsibilities without compromising student achievement, staff support, or family engagement.

### **Supervisory Relationship**

Reports to: Assistant Superintendent of Elementary Schools

Works collaboratively with: Assistant Superintendent of Elementary Schools and LDI Director

### **Essential Functions**

#### **I. Elementary Principal Responsibilities (≈70%)**

The employee retains all essential duties of the Elementary School Principal, including but not limited to the following:

- **Instructional Leadership & School Operations**
  - Direct and oversee the instructional program to ensure high-quality teaching and learning.
  - Observe classroom instruction and provide feedback on curriculum implementation, instructional strategies, and classroom management.
  - Promote a culture of continuous improvement and shared accountability among staff and students.
- **Personnel Supervision & Evaluation**
  - Supervise, support, and evaluate assigned personnel to ensure performance expectations are met.
  - Support professional growth aligned with district evaluation frameworks and instructional priorities.
- **Data Analysis & Continuous Improvement**
  - Collect, analyze, and apply data (assessment results, building records, and program data) to guide school improvement planning and instructional decisions.
- **Financial & Resource Management**
  - Develop and manage building budgets, forecasts, and resource allocations.
  - Provide recommendations to district leadership regarding fiscal and staffing needs.
- **Communication & Community Engagement**
  - Facilitate communication with staff, students, families, and community stakeholders.
  - Represent Prairie Rose Elementary in district and community forums.
- **Policy Implementation & Compliance**
  - Implement district policies, procedures, and regulatory requirements.
  - Maintain a safe, supportive, and child-centered school climate.
- **Administrative & Operational Management**
  - Oversee facilities, staffing, scheduling, and daily operations to ensure efficient school functioning.
  - Maintain accurate documentation and records.

#### **II. District Professional Development Support Responsibilities In Collaboration with District Leaders and Supervisors (≈30%)**

- **Administrator Evaluation & Calibration**

- Provide ongoing support to administrators regarding teacher and staff evaluation processes.
- Facilitate inter-rater reliability and calibration sessions to ensure consistent evaluation practices.
- Support administrators in effective use of the teacher evaluation platform.
- Assist with onboarding and mentoring of new administrators.
- **Deliverables:**
  - Evaluation calibration protocols
  - Observation norming and calibration sessions
  - Administrator support documentation
- **Instructional Leadership & Professional Learning**
  - Co-Lead district-level professional learning for administrators and teachers.
  - Support administrators in identifying and applying research-based instructional “look-fors.”
  - Assist with the development and refinement of instructional walkthrough tools and feedback practices.
- **Deliverables:**
  - District-level instructional leadership training (2–3 sessions annually)
  - Instructional “look-for” guides
  - Walkthrough and feedback resources
- **PLC Fidelity & Systems Monitoring**
  - Conduct PLC fidelity audits to assess consistent implementation of the PLC cycle.
  - Support building leaders in strengthening data-driven PLC practices.
  - Provide actionable feedback and coaching aligned to district expectations.
- **Deliverables:**
  - PLC audit and monitoring tools
  - Feedback summaries for administrators
  - PLC improvement recommendations
- **Advancement & Innovation**
  - Support districtwide improvement in instructional systems and leadership practices
  - Capture lessons learned and best practices to inform future district implementation
- **Deliverables**
  - Evidence demonstrating school improvement progress
  - Documentation and evaluation of Prairie Rose pilot initiatives
  - Recommendations for scaling successful practices to additional schools

## **Job Requirements: Minimum Qualifications**

### **Knowledge Skills and Abilities**

- Instructional leadership and systems implementation
- Personnel supervision and evaluation
- Data analysis and continuous improvement processes
- Professional development design and facilitation
- Collaborative leadership and change management
- Effective written and verbal communication
- Ability to manage multiple priorities across building and district responsibilities

### **Work Environment**

Combination of sitting, standing and walking. Occasional lifting, carrying, and physical activity. Exposure to typical school-based risks and environments.

### **Experience**

Job related experience within a specialized field required  
Three (3) years of administrative experience preferred

### **Education**

Master’s degree in job-related area

**Certificates and Licenses**

Level EP01 Elementary Principal Credential  
Valid North Dakota Teaching Certificate

**Continuing Education/Training**

Maintains certificates and/or licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Salary Grade**

Elementary Principal (11 months)