ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: **Knights Academy Principal**	**Department / Building:** ALP/High School
Reports To: Superintendent	**FLSA Status:** Exempt
Grade / Subgrade: Principal	**Bargaining / Work Unit:** Principals
Duty Year: 207 days	**Position Last Updated:** 03-16-2026

SECTION II: JOB SUMMARY

Responsible for administering discipline, supervision, and attendance at the Knights Academy program. In addition, this principal will have oversight and administration duties over the American Indian Parent Advisory Committee (AIPAC), the coordination and implementation of the district's Language Access Plan Responsibilities, and ML programming and certified staff coordination.

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	60%	

Tasks involved in fulfilling the above duty/responsibility:

- Provides leadership in the development, implementation, coordination and evaluation of a balanced educational curriculum, instructional and assessment program appropriate to the

context of an alternative based learning environment.

- Assumes overall responsibility for the recruitment, selection, assignment, retention, supervision and evaluation of licensed and non-licensed personnel in the district's alternative learning environment.
- Management of student discipline, including removing students from class, assigning detentions, and recommending appropriate outcomes such as suspension and/or expulsion.
- 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:** ML (Multilingual Learner) Coordinator
Percent of Time	15%	

Tasks involved in fulfilling the above duty/responsibility:

- Develops, implements, and monitors ML instructional programming aligned with ELD standards.
- Coordinates student identification, placement, and reclassification procedures.
- Ensures compliance with Title III and state/federal regulations; maintains accurate documentation and reports.
- Provides coaching and training to staff on instructional strategies, compliance, and cultural competency.
- Coordinates and administers ML language proficiency assessments (e.g., WIDA ACCESS).
- Supports school-family communication and engagement efforts for ML populations.
- Represents ML interests in curriculum planning and school improvement conversations.

Duty/Responsibility #	3	**Statement of duty/responsibility:** AIPAC Coordinator

Percent of Time	15%	

Tasks involved in fulfilling the above duty/responsibility:

- Acts as a resource for incorporating inclusive practices and American Indian content standards in the classroom, including coordinating culturally appropriate training(s) and identifying resources and content materials.
- Acts as a communications liaison from parents to school or school to parents.
- Organizes and co-leads American Indian Parent Advisory Committee (AIPAC) meetings.
- Coordinates community cultural events and community building activities in collaboration with the AIPAC Committee.
- Ensures compliance with American Indian Education Aid (AIEA) funding and state/federal regulations; maintains accurate documentation and reports.
- Orders supplies and materials in accordance with the identified plan and budget.

Duty/Responsibility #	4	**Statement of duty/responsibility:**
Percent of Time	10%	Language Access Plan Coordinator

Tasks involved in fulfilling the above duty/responsibility:

- Leads, coordinates and assists stakeholders in the implementation of the district's Language Access Plan.
- Responsible for completing all necessary reports to the State or other outside agencies including answering inquiries from parents regarding the LAP.
- Communicates with stakeholders regularly to ensure implementation of the LAP.
- Facilitates and leads the district's LAP committee throughout the year focusing on LAP implementation and improvements.
- Reports regularly to the superintendent about LAP progress and expectations.

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 and arms	O	Very loud noise (i.e. jackhammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
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.