



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Principal
Department / Location:	School Building
Reports to:	Superintendent
Employees Supervised:	All employees assigned to building, directly or indirectly
Classification:	12-month
FLSA Status:	Exempt
Created / Revised:	January 27, 2026
Board Approved:	April 20, 2026

Position Summary

Under the direction of the Superintendent, the Principal effectively leads the school site ensuring a safe learning environment, effective systems for learning are in place, and students learn at high levels.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Shape a vision, mission, goals and continuous school improvement planning that align with the District vision, mission and goals.
2. Create and foster a healthy, positive, and safe school environment by building a sense of school community.
3. Cultivate leadership in school staff.
4. Define and promote high expectations for instruction through emphasizing evidence based strategies to improve teaching and learning, and initiating discussions about instructional approaches both in teams and with individual staff members in response to data.
5. Provide leadership in the ongoing process of recruiting, selecting, developing, managing, and retaining high performing staff dedicated to maintaining a healthy school environment.
6. Provide leadership and coordination for building staff development in alignment with

identified district and building goals and initiatives.

7. Ensure the effective delivery of an instructional program that meets the needs of all students.
8. Integrate the analysis of current programs and student achievement results into curriculum development activities.
9. Plan, prepare, justify and manage the school budget in accordance with District budgeting procedures and in alignment with identified building goals and initiatives.
10. Coordinate building maintenance with the Facilities and Operations Department.
11. Supervise and evaluate all staff assigned to the building and effectively address all performance issues.
12. Model culturally responsive practices.
13. Communicate effectively and efficiently with students, parents, staff, community members, the Superintendent, and the Board of Education.
14. Facilitate the development of appropriate partnerships with businesses, social services agencies, and other organizations that promote a positive learning environment for all students.
15. Develop the master schedule.
16. Work effectively with parent groups, such as Student and Family Organizations PTO.
17. Regular and predictable attendance.

Additional Job Functions

1. Recognize and celebrate student and staff accomplishments.
2. Solicit and utilize valuable input from all stakeholders, including students, staff, families and the community, to drive continuous school and program improvement.
3. Attend Principal and Administrative Team meetings.
4. Attend Board of Education meetings as requested by the Superintendent.
5. Perform other related duties as directed by the Superintendent.

Knowledge, Skills and Abilities

1. Knowledge of theory and practice in special education programming.
2. Knowledge of diversity.
3. Ability to establish and maintain effective relationships with staff and public.
4. Ability to effectively supervise the work of others.
5. Working knowledge of using technology to transform teaching and learning.
6. Knowledge of instructional and educational theories, trends, strategies, principles, and practices.
7. Knowledge of supervisory and management theory, principles, and techniques.
8. Skilled in leadership, including providing purpose and direction for groups and individuals, facilitating the development of a shared vision for the school, and formulating goals and planning changes with the staff by setting priorities.
9. Skilled in problem analysis.
10. Skilled in organizational oversight, including scheduling work to use resources appropriately to meet goals, scheduling activity flow, and monitoring project deadlines.
11. Skilled in delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, and using subordinates appropriately.

Working Conditions

1. Indoor office environment.
2. School environment.
3. Travel between buildings is required.

Physical Requirements

1. The person in this position needs to be able to move about inside the school building to visit classrooms and attend meetings outside of his or her office.
2. The person in this position must be able to transport himself or herself to all school locations within the District.
3. The person in this position must be able to remain in a stationary position 50% of the time.
4. The person in this position must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. The person in this position must be able to converse with administrators and staff, and must be able to exchange accurate information with such individuals.
6. The person in this position must be able to observe teachers in their classrooms.

Education and Experience

1. Master's Degree in School Administration or closely related field required.
2. Five or more years of successful teaching experience.

Licenses and Certifications

1. Valid Wisconsin Principal license or evidence of eligibility to be licensed as a Principal in Wisconsin required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.