



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)

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.