



High School Principal

Purpose Statement

The role of the High School Principal is to implement leadership, supervisory, and administrative skills to function as a Lead Learner and innovative thinker. The Principal propels teaching and learning practices forward to improve achievement for all students in the best learning environment.

Supervisory Relationship

Reports to: Assistant Superintendent of Secondary Education

Essential Functions

- **Meeting Facilitation:** Chair meetings (e.g., curriculum, safety, site advisory, special district committees) to coordinate activities and ensure outcomes align with school, district, and state objectives.
- **Collaboration:** Collaborate with internal and external personnel and agencies (e.g., counselors, social workers, psychologists, community agencies, parents) to address individual and group needs.
- **Classroom Observation:** Conduct classroom observations to coach teachers and identify and resolve academic and behavioral issues.
- **Responsibility Delegation:** Delegate administrative functions to Assistant Principals and other personnel to manage the workload efficiently.
- **Budget Development:** Develop budgets and financial forecasts to provide financial guidance and recommendations to administrative personnel, the Superintendent, and the governing Board.
- **Discipline Policies:** Establish and implement discipline policies to maintain high standards of student conduct and discipline, respecting students' rights.
- **Curriculum Leadership:** Facilitate district-level curriculum committees and department PLCs to develop, revise, and evaluate curriculum, instruction, assessment, and professional development.
- **Policy Implementation:** Implement policies, procedures, and processes to provide direction and comply with mandated requirements.
- **Educational Leadership:** Lead the learning to support 21st-century educational expertise, including project-based learning, 1-to-1 technology, Standards Based Education, and Multi-Tiered System of Support (MTSS) frameworks.
- **Administrative Management:** Manage school administrative functions (e.g., facility maintenance, budget, staffing, master schedule, attendance monitoring, safety inspections, safety drills, supervision of school activities) to maintain safe and efficient school operations within district guidelines.
- **Professional Development:** Participate in workshops, conferences, professional organizations, and district/state/national committees to maintain professional growth and development.
- **Personnel Management:** Perform personnel administrative functions (e.g., hiring, assigning staff, scheduling staff for summer school, evaluation, coaching, disciplining, recommending termination) to ensure staff competencies and productivity.
- **Documentation:** Prepare materials (e.g., quantity reports, student activities, correspondence) to document activities, provide references, and convey information.
- **Community Representation:** Represent the school in community forums to maintain ongoing support for educational goals and address school environment issues.
- **Instructional Leadership:** Serve as a resource to provide instructional leadership at the classroom, building, and district levels.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing projects.
- Using pertinent software applications.
- Preparing and maintaining accurate records.
- Administering personnel policies.

Knowledge

- Advanced understanding of algebra and geometry.
- Reviewing and interpreting technical information.
- Writing technical materials and speaking persuasively.
- Pertinent codes, policies, regulations, and laws.
- Conflict resolution and bookkeeping principles.
- Management and supervision concepts.
- Statistical analysis preparation and interpretation.

Abilities

- Schedule a significant number of activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment effectively.
- Work independently and flexibly with diverse individuals and groups.
- Analyze issues and create action plans.
- Communicate effectively with diverse groups.
- Maintain confidentiality and set priorities.
- Work as part of a team and handle frequent interruptions.
- Create a positive school climate and motivate staff.
- Adapt to changing work priorities and manage projects as a self-starter.

Responsibility

Work independently under broad organizational guidelines to achieve unit objectives. Manage multiple departments and supervise the use of funds. Utilize significant resources from other work units. Continuously impact the organization's services.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally requires 60% sitting, 20% walking, and 20% standing. Performed under minimal temperature variations with some exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field with increasing levels of responsibility is required

Education

Master's degree in a job-related area

Certificates and Licenses

A Level 1 Secondary Principal Credential/Valid North Dakota Administrator's Certificate

A valid North Dakota Teaching License

Continuing Education/Training

Maintains required certificates and licenses

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Exempt

Salary Grade

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