



HIGH SCHOOL

High School Principal

Leading learning, belonging, and achievement as students prepare for college, careers, and life.

This full-time salaried position implements School Board policies under the direction of the Superintendent; leads the High School's instructional program; supervises building personnel; and directs school operations, instruction, improvement planning, and student support.

Position at a Glance

EMPLOYMENT

Full-time | 10-month | Salaried

DEPARTMENT

High School

WRITTEN AND REVISED

Fall 2026

REPORTS TO

Superintendent

SUPERVISES

All certified and classified High School employees

JOB EVALUATION DATE

TBD

Role Focus

20%



STAFF LEADERSHIP | Recruitment, supervision, evaluation, and growth

20%



SCHOOL CLIMATE | Behavior, discipline, safety, and belonging

15%



INSTRUCTION | Programs, courses, curriculum, and improvement

15%



ACCOUNTABILITY | Achievement, graduation, and school improvement

10%



BUDGET & PROGRAMS | Building budget and educational and extracurricular programs

10%



DISTRICT LEADERSHIP | District initiatives and professional leadership

10%



COMMUNICATION | Students, employees, families, and community

Qualification Snapshot

EDUCATION

Master's or specialist degree required

EXPERIENCE

At least 3 years teaching; 3-5 years as a principal desired

LICENSURE

Minnesota Principal license required

Core Capabilities

- Instructional leadership focused on student learning and achievement.
- Ability to recruit, supervise, evaluate, and support certified and classified staff.
- Knowledge of curriculum, school improvement, assessment, and data-informed decision-making.
- Ability to establish a safe, orderly, inclusive, and positive high school climate.

- Excellent written, verbal, interpersonal, and organizational skills.
- Sound budget, program, resource-management, and operational judgment.
- Ability to resolve concerns and conflicts with students, employees, and families.
- Ability to manage multiple priorities while maintaining accuracy, fairness, and confidentiality.

01**Staff Leadership****20%***Recruitment, supervision, evaluation, accountability, and professional growth***ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Recruits, selects, assigns, supervises, schedules, and evaluates certified and classified building employees.
- Implements the district's staff-development and employee-evaluation models.
- Establishes clear performance expectations and supports employees in improving professional practice.
- Makes recommendations to the Superintendent regarding hiring and the renewal or nonrenewal of contracts.

02**School Climate & Student Support****20%***Positive relationships, student behavior, discipline, safety, and belonging*

- Creates and promotes a positive High School environment.
- Establishes and communicates clear expectations for student behavior.
- Monitors and promotes a positive building climate and cooperative working relationships.
- Supervises and administers student discipline using fair, consistent, and educationally appropriate practices.
- Participates in student meetings, employee meetings, professional development, and curriculum and instruction activities.
- Maintains a safe and orderly school environment.

03**Instructional Leadership****15%***School vision, curriculum, programs, strategy, and continuous improvement*

- Provides leadership for all High School programs and processes.
- Articulates a mission and vision for the school that is consistent with the district's strategic plan.
- Leads continuous improvement efforts focused on student opportunities and achievement through collaboration with stakeholder groups.
- Assists with implementation of the district's strategic plan and districtwide instructional initiatives.
- Oversees course registration, the master schedule, credit-bearing courses, and curriculum to provide a comprehensive high school program.
- Ensures compliance with district policies and applicable state and federal standards and requirements.

04**Student Achievement & Accountability****15%***Performance data, identified needs, and school improvement planning*

- Implements accountability measures for student achievement.
- Leads the school community in collecting, disaggregating, and analyzing school performance data.
- Develops, implements, and monitors a school improvement plan that addresses identified student and program needs.

05**Budget & Program Stewardship****10%***Building expenditures and educational and extracurricular programs*

- Develops and implements the High School budget.
- Monitors a budget for all building expenditures.
- Manages the school's educational and extracurricular programs.

06**District Leadership****10%***Administrative collaboration, district initiatives, and professional representation*

- Serves as a member of the district's administrative leadership team.
- Supports the general direction of the Superintendent and administrative leadership team.
- Assists with implementation of districtwide initiatives.
- Engages in relevant professional development.
- Participates on councils, committees, and task forces representing the High School, district, and Superintendent.

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Stakeholder Communication

10%

Students, employees, families, community, and public representation

- Communicates effectively, both orally and in writing.
- Serves as spokesperson for the High School internally and externally.
- Works directly with students, employees, and families to resolve day-to-day concerns and conflicts.
- Promotes participation in community activities.
- Encourages collaboration between the High School and other schools within the district.

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Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The principal uses experience, past practice, district policy and procedures, and state and federal law when making decisions, solving problems, and resolving conflict. Precedent-setting or sensitive matters are referred to the Superintendent.

Working Conditions

The position works in a typical school environment, attends evening events, and may be exposed to conditions encountered by other building employees, including airborne pathogens and students who are physically acting out.

Physical Effort

The position requires movement throughout the building and may occasionally require physical intervention with students.

Mental Effort

The position requires managing multiple tasks simultaneously, analyzing and interpreting data, conducting research, managing resources, and evaluating the performance of others.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Superintendent.

Supervision of Others

The position supervises all certified and classified employees assigned to the High School.

Machines, Tools, Equipment, Electronic Devices, and Software

- Operates various office equipment, computers and related software, and security equipment.

Job Outcomes

- Projects a positive, cooperative, and respectful attitude with community members, families, students, employees, and others.
- Provides a school environment that portrays a positive public image and communicates that resources are appropriately utilized.
- Maintains a safe and orderly High School environment.
- Encourages collaboration between the High School and other schools within the district.
- Provides educational opportunities that prepare students for graduation, postsecondary education, careers, and civic life.
- Supervises building employees consistently and fairly in accordance with employment agreements, district policies, and labor law.
- Administers the building budget within established guidelines and in accordance with applicable rules, regulations, policies, and procedures.
- Recruits and selects high-quality employees and provides ongoing evaluation and professional development to maintain and improve employee and student performance.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.