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FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: PreK-12 Principal
REPORTS TO: Superintendent of Floodwood School District #698
QUALIFICATIONS: Must hold a valid MN K-12 Principal's License

JOB SUMMARY:

Provide instructional and curriculum leadership at the school. Implement the policies of the school board under the direction of the Superintendent of Schools; works together with Administrative Team to provide high quality educational programs for all students; supervise personnel within the school; perform a variety of duties involved in the operations including instruction and school planning

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership for building programs and processes

1. Articulate a shared mission, vision and goals for the school consistent with the district's strategic priorities. Lead continuous improvement efforts at the school focused on student opportunities and achievement through collaboration with the school community and continually seeks positive change by building on core values of high standards for all students. Oversee the development of the master schedule and curriculum to provide a comprehensive program and transition to career and post secondary opportunities. Assure compliance with district, state and federal standards and requirements.
2. Lead school instructional improvement efforts by developing improvement strategies, observing and evaluating classroom instruction, using data to evaluate the school's instructional effectiveness, and assisting staff in developing classroom and school improvement plans for the purpose of continuous instructional improvement.
3. Lead the entire school community through collection, disaggregation, and analysis of the school's performance data and subsequent development of a school plan to hold all learners to high standards and to promote top achievement for all students.
4. Direct the development, implementation, revision and evaluation of the curriculum in order to assure adherence to district policy, state and Federal regulations.
5. Coordinate and supervise Federal programs.

Creates and promotes a positive school environment

1. Develop and maintain a positive building culture.
2. Establish and communicate expectations for student behaviors, monitor and promote positive building climate, establish and maintain cooperative working relationships, and supervise/administer student discipline. Participate in student meetings, facilitating MTSS, department meetings, staff development activities, and curriculum and instruction activities.
3. Maintain high standards of student conduct and enforces discipline as necessary, according due process to the rights of students. Intervene in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior,

developing successful interpersonal skills and/or initiating disciplinary action and follow all disciplinary record keeping procedures.

Supervises building staff

1. Maintain processes and systems that result in recruitment, induction, support, evaluation, development and retention of high-performing staff. Implements supervision and evaluation processes for certified and non-certified staff. Makes recommendations to the Superintendent regarding hiring, renewal or non-renewal of contracts.
2. Provide leadership in the development, implementation and reporting of the district staff development plan.
3. Support a coordinated administrative team within the district.

Communicates with all community members.

1. Maintain regular communications (meetings, memos, etc.) with staff members relative to the operations of the school. Actively listens to seek clarification of information and intent of other communicators in the school community. Works directly with students, staff, and parents to resolve day-to-day concerns and conflicts.
2. Insure the maintenance of student educational records, and provides a process for hearing complaints/grievances of students, staff and parents.
3. Design structures and process to promote community engagement, support and ownership.
4. Create opportunities for parents/guardians, community, members, and business representatives to be involved in and show support for the school. Promote participation in community activities.

Serves as a member of the Administrative Team

1. Support the direction of the Administrative Team. Assist in the implementation of district-wide initiatives. Engage in related professional development. Participate on committees and task forces representing the school, the school district and the Superintendent as designated.
2. Interact effectively with office personnel in sharing ideas, issues, expertise, resources and personnel.

Manages organization, operations and resources

1. Use professional practices to determine budgets, schedules, staff and other resources to provide for the best educational results for all students.
2. Assist in establishing and monitoring a budget for PreK-12 staff and programs expenditures and monitors the budget for the building. Manages the school's educational and co-curricular programs and activities.
3. Establish and submit for approval of annual Federal program budgets.
4. Perform other duties as assigned or requested.

Curriculum Director

1. Develop and implement comprehensive curriculum plans.
2. Evaluate and update existing curricula to meet educational standards and student needs.
3. Coordinate with teachers and administrators to integrate effective teaching strategies.
4. Develop assessment tools and methodologies to measure student learning outcomes.
5. Analyze assessment data to inform instructional practices and curriculum adjustments.
6. Provide professional development and training for teachers on curriculum and assessment best practices.

7. Ensure compliance with state and federal educational standards and regulations.
8. Lead curriculum review committees to evaluate educational materials and resources.
9. Collaborate with external educational organizations and agencies.
10. Prepare reports and presentations on curriculum and assessment processes and outcomes.

Title Coordinator

1. Developing the annual title plan and submission of the plan through the MDE MEGS system.
2. Reporting CACR data.
3. Monitoring program performance.
4. Preparing the annual Title budget in collaboration with the district business office.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

1. Hold or be eligible for a MN Principal License

Experience:

1. 5 years teaching experience at the appropriate level (elementary or secondary) preferred.

Essential Skills Required to Perform the Work:

1. Effective decision-making skills
2. Effective conflict resolution skills
3. In-depth knowledge of all aspects of PreK-12 programming
4. Knowledgeable about best practice in curriculum and instruction as well as emerging practices
5. Knowledge and skills with a variety of technology and security equipment
6. Ability to exemplify high standards of professional practice and behavior
7. Ability to communicate clearly and effectively both orally and in writing with students, staff and parents
8. Ability to prepare concise, accurate written documents
9. Management skills involved in supervising and disciplining staff members when necessary
10. Ability to work in a diverse environment
11. Ability to lead and work in a team environment
12. Ability to exercise confidentiality with district information
13. Ability to work with individuals of various ability levels

Electronic Devices:

1. Ability to operate or learn to operate electronic equipment required for the position.

Supervision of Other Employees:

1. Supervise all building certified staff

2. Supervise building classified staff in conjunction with District Superintendent.

Physical Job Requirements:

1. Position involves moving throughout the building
2. Position involves listening, speaking clearly and visual acuity
3. Position may involve physical intervention with students

Mental Job Requirements:

1. Position requires multi-tasking while dealing with constant interruptions
2. Position requires visualizing outcomes and conclusions, analyzing and interpreting data,
3. conducting research, managing resources and evaluating the performance of others
4. Position requires making high level decisions, recommending and interpreting policy, working with a
5. variety of personality styles and delegating successfully
6. Position requires handling constantly changing priorities and deadlines and resolving conflicts
7. Position requires planning for upcoming scheduled events and deadlines in a timely manner
8. Position requires problem solving situations resulting in solutions that are appropriate and follow
9. school district policies

Working Conditions:

1. Normal office and school conditions
2. Travel required to offsite meetings and may involve attendance at evening/weekend activities.

Job Outcomes:

1. Project a positive, cooperative and respectful attitude with students, parents, other employees and community members.
2. Create a school environment that provides educational opportunities for every student to reach his/her potential
3. Maintain a safe and orderly school environment
4. Provide a school environment that portrays a positive public image communicating to the community, parents, staff and students that all resources have been appropriately utilized.

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