



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: Elementary Principal

CLASSIFICATION: Administrative salary schedule

QUALIFICATIONS: 1. Must hold **appropriate** current Minnesota administrative licensure
2. Previous successful teaching experience

REPORTS TO: Superintendent of schools

JOB GOAL: To plan, administer and evaluate Southland Elementary School including but not limited to: accountability for the instructional program, supervision of all licensed and support staff; allocation of financial resources; and establishing cooperative and collaborative community relations all in manner consistent with the district's mission and values.

PERFORMANCE RESPONSIBILITIES:

1. Promotes and maintains a safe learning environment for all children.
2. Supervises and evaluates licensed and support staff in a manner which reinforces a positive climate that is conducive to teaching and learning.
3. Establishes the mechanisms that will insure regular communication between school and home.
4. Co-supervises custodial staff so as to ensure a safe and healthy learning environment for the entire school community.
5. Develops and administers approved budgets.
6. Provides leadership and guidance in adoption and implementation of new curricula.
7. Provides direction for the selection of appropriate staff development activities.
8. Develops with staff, short and long term goals.

9. Maintains active membership in professional organizations that will promote the knowledge of current best practices in education.
10. Participates in special education staffings when appropriate or in the absence of the special education coordinator.
11. Facilitates administering all building assessments, MCA-II, MCA-III, NWEA, AIMSweb and makes meaning out of student data results.
12. Provides district leadership on school board goals as assigned by the superintendent.
13. Employee is responsible to be knowledgeable about all district policy.
14. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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An affirmative action equal opportunity employer.*