



**Steve Sallee**  
Superintendent

**SOUTHLAND SCHOOL DISTRICT #500**

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

*Telephone (507) 582-3283*

*Fax (507) 582-7813*

*ssallee@isd500.k12.mn.us*

**TITLE:** Middle/ High School 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:** Manages operation of the middle/high school, supervises licensed and support staff, and plans, conducts and evaluates all related building programs.

**PERFORMANCE RESPONSIBILITIES:**

1. Administers middle/high school education programs, 6<sup>th</sup> through 12<sup>th</sup> grade, to include:
  - a) insuring maintenance of student records
  - b) communicating to student homes
  - c) class schedules and lesson plans
  - d) coordinating building and grounds maintenance
  - e) preparing budget recommendation and maintaining approved budget
  - f) hearing complaints/grievances of students, staff and parents.
2. Facilitate the implementation of 504 plans.
3. Ensures the completion of state and local graduation requirements
4. Interviews and recommends the selection of personnel of licensed and support middle school staff.
5. Maintains and promotes a positive public relation program with the community.
6. Plans, conducts and attends various meetings with teachers, staff and community.

7. Develops innovative ideas and concepts regarding professional growth of staff personnel; devises cooperative realistic plans and programs that may be adopted and implemented to execute those ideas.
8. Participates in special education meetings for students when appropriate or in the absence of the special education coordinator.
9. Assists in the implementation of supportive services in meeting the needs of district staff and students.
10. Implements school policy in administering regulations to provide a consistent educational climate.
11. Coordinates PSEO and concurrent enrollment course offerings.
12. Coordinates ITV course offerings.

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Employee Acknowledgment

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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.*