



Position Description

School District of Monroe

- JOB TITLE:** Building Principal
- CLASSIFICATION:** Administration
- JOB OBJECTIVE:** Serve as the building level educational leader. Provide a positive, innovative and safe student learning environment. Oversee building staff and the work environment, manage available resources in accordance with District policies, and maximize educational opportunities for the school community.
- REPORTS TO:** District Administrator
- QUALIFICATIONS:** Current Wisconsin Department of Public Instruction Principal License. Master's degree in Educational Leadership or related field. Three or more years classroom teaching experience. Technology and social media skills appropriate to a managerial position in education.
- ESSENTIAL DUTIES:**
- Ensure the effective delivery of instructional programming aligned with district academic standards which meets the needs of all students
 - Provide administrative leadership to the school in accordance with the policies of the Board of Education and under the direction of the District Administrator
 - Provide the school community with the leadership necessary to develop and focus on a shared vision for continuous school improvement consistent with District goals
 - Provide an optimum learning environment by ensuring appropriate standards of behavior of all students and staff
 - Plan, develop, implement, and monitor an annual building budget
 - Analyze programs and student achievement results for curriculum development and staff training needs
 - Provide leadership and decision-making to resolve issues which arise in the school environment, involving others in the process whenever appropriate and practical

- Participate in activities within the school, District, and local area in order to effectively integrate the school into the fabric of the community
- Develop positive relationships with parents, students, and staff; providing them with opportunities to be involved in all appropriate aspects of the school
- Facilitate collaborative relationships with outside agencies, vendors, and businesses
- Develop and coordinate staff development programming as needed
- Ensure the safety and security of all students, staff, and visitors Evaluate staff assigned to the building in collaboration with other supervisory personnel
- Address all staff performance issues in a professional manner consistent with District policy and practice
- Lead and/or coordinate the employment process for all staff openings assigned to the building
- Coordinate building pupil services, food services, technology, and maintenance/security needs with each aligned District Director
- Collaborate as a District team member with other administrators to ensure programming consistency and effectiveness across all District buildings
- As appropriate, delegate responsibility and authority to selected staff
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of district leadership
- Maintain a current educational leadership knowledge base through school administrator networks, educational workshops and professional publications
- Ensure student behavior and safety are monitored at school events

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020