



JOB DESCRIPTION

Job Title	McKinley Principal
Department	Secondary Schools
Reports To	Executive Director of Administration
Classification	Administration
Location	McKinley Charter School
Salary	On Schedule
Length of Contract	12 Month

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Middle School Principal administers the secondary school according to District and ECASD School Board and McKinley Governance Board Policies and provides educational leadership to the faculty and students with the goal of inspiring them to contribute their best efforts. The Principal participates in a cooperative effort with other principals, administrators, and coordinators in developing a program of continuity for the entire school system.

Essential Job Functions

- Supervise the Credit, Competency, Jail, and Detention Center components.
- Supervises and evaluates the performance of teachers and other personnel.
- Provides leadership, direction, and final approval of the master schedule.
- Maintains effective daily communication with students, families, and staff.
- Approves all purchase requisitions and ensures effective execution of school budget.
- Approves the school budget for submission to the Executive Director of Business Services.
- Ensure the implementation of Governance Board policies.
- Creates and implements a plan for physical and socio-emotional safety of students and staff
- Ensure the smooth day-to-day operation of the school
- Approves the general supervision of student behavior as developed within the EMLSS (or Equitable Multi-Level System of Support) and of student discipline.
- Ensure that state tests are administered appropriately.
- Resolve issues related to transportation, drop-off, and pick-up
- Ensure the appropriate use of the facility during school and non-school hours
- Approves and recommends to the Teaching and Learning Department all course offerings and curriculum development.
- Collaborates with Building Services Manager and Lead Custodian to prioritize buildings and grounds maintenance and improvement needs.



- Applies school's vision, mission and school improvement priorities to recruitment and selection of staff
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Monitor enrollment and enrollment projections for each component
- Oversees enrollment processes, ensuring compliance with McKinley Governance Board Policies and Charter School Law
- Maintains effective communication with both students, families, staff, and community
- Conduct community and home visits
- Establish and maintain record keeping and record retention processes and systems for all student and school records to match legal requirements and local standards of care
- Supervise the attendance and grading processes
- Prepare local, state, and federal reports and claims
- Develop and implement assessment procedures/models
- Monitor student grades and grading processes
- Works in partnership with families and students.
- Oversee school programs and activities
- Approves all purchase requisitions and ensures effective execution of school budget.
- Approves the school budget for submission to the Executive Director of Business Services.
- Collaborates with the leadership team to develop school improvement plans and to facilitate professional learning.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Attend Governance Board and Executive Team meetings.
- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master's degree in Educational Administration or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.



- Previous administrative experience
- Bilingual/bicultural skills

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to communicate effectively both orally and in writing, including speaking publicly in large groups.
- Ability to ensure all staff receive effective supervision and evaluation.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize, and manage time.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks
- Ability to work independently with minimal supervision
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.



- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.