



North Ave K-4 Campus Principal

2023-2024 Job Description

POSITION TITLE	North Ave Campus K-4 Principal
JOB TYPE	Full-Time/Year Round/Salaried/Called Position
TEAM(S)	Executive Leadership
REPORTS TO	School Superintendent
SUPERVISES/ DIRECT REPORTS	North Ave Campus: <ul style="list-style-type: none">• Director of Kindergarten• Director of Primary Grades• K/PG Front Office Manager• K/PG Music Teacher• K/PG Art Teacher• Before Care Coordinator (KPG)• After Care Coordinator (KPG)
POSITION OBJECTIVE	The North Ave Campus KPG Principal's purpose is to equip directors to drive a staff culture that is dedicated, contagiously joyful and disciplined; to train and equip directors to achieve the school's mission by delivering instructional excellence to students and maintaining a superior student culture in grades K-4. The principal also works with the Executive Team to execute the network's strategic plan and to maintain alignment throughout the network. The principal will be an active member of St. Marcus Lutheran Church.
RESPONSIBILITIES / DUTIES TO ACHIEVE POSITION OBJECTIVE:	
<p>I. Personal Responsibilities</p> <ul style="list-style-type: none">A. Provide exemplary leadership in Christian living, personal spiritual growth and development, and congregational membership and engagement at St. MarcusB. Prioritize personal, mental and physical healthC. In these areas of personal responsibility, engage in a weekly accountability relationship with a trusted personal mentor <p>II. Supervision Duties</p> <ul style="list-style-type: none">A. Train, mentor, support, and provide accountability for performance of those listed in "Direct Reports"B. Conducts regular one-on-one meetings with direct reportsC. Conducts annual end-of-year review for direct reportsD. Major staffing issues including discipline, termination, and legal matters <p>III. Direct Leadership Responsibilities</p> <ul style="list-style-type: none">A. Supervises the planning and implementation of student instructional programmingB. Models discipline, joy, dedication and motivates others to do the sameC. Develops and implements mission-aligned vision for grades K-4D. Runs or delegates all-staff morning meetings	



- E. Attends morning team level meetings. Provides feedback / support
- F. Attends weekly Executive Leadership Team meetings (Superintendent, Principals, etc...)
- G. Meets one on one with Directors weekly to provide support and feedback.
- H. Provides coaching support to 4-6 teachers OR serves in an alternate capacity.
- I. Proposes major changes to school philosophy, structure or practices to Executive Leadership Team
- J. Works in collaboration with the Middle School Principal for issues pertaining to the entire campus (9/11, BTS Meetings, North Ave Campus Meetings)
- K. Assist with the recruitment of faculty and staff

IV. Drives Professional Development with other Principals

- A. Overall responsibility for K-4 professional development activities
- B. Leads team to develop and execute year-long professional development plan
- C. Assists directors in leading professional development when necessary
- D. Plans, schedules, delegates June and August faculty meetings

V. Support Students and Parents

- A. High level discipline issues
- B. Coordinate and run parent meetings and organize parent/teacher conferences

VI. Miscellaneous

- A. Oversees / delegates responsibilities for aftercare for KPG. (Approves policies, delegates daily responsibility to directors).
- B. Oversees / delegates responsibilities for before care for KPG. (Approves policies, delegates daily responsibility to directors).