

PRINCIPAL LEADERSHIP SPECIALIST



Department:	Regional Center of Excellence
Reports To:	Regional Center of Excellence Director
Group/FLSA Status:	Administrator / Exempt
Revised:	7/08/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Principal Leadership Specialist builds the capacity of school principals and charter leaders (especially high school leaders) in the areas of school improvement, providing instructional feedback, and instructional leadership, and designs and facilitates activities for new school leaders (especially new principals in identified and previously identified schools). The ultimate goal of this position is to close achievement gaps, while increasing achievement and graduation rates for all student groups. This is a year-round, full-time position working with the Southwest Prairie Regional Center of Excellence at SWWC in Marshall.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Engage educators in conversations and action planning to ensure high levels of learning for all students and staff without exception;
- Identify and eliminate structural and institutional barriers to educational opportunities resulting in improved conditions for teaching and learning;
- Support systems and educators in becoming standards-based and standards-aligned in curriculum design, instruction, and assessment;
- Support systems and educators in establishing high-functioning Professional Learning Communities;
- Model and develop effective team facilitation processes and protocols;
- Design activities and resources to effectively deliver and evaluate professional development;
- Increase the quality and effectiveness of teams in data analysis, decision making, and collaborative implementation of instructional strategies utilizing the principles of adult learning;
- Engage in focused conversations with district and school leaders to build capacity for school turnaround and improvement;
- Use evidence and data in system and educator improvement, including the use of MDE secure reports, multiple types of education data, and comprehensive needs assessment;
- Assist systems and educators in identifying and implementing evidence based practices using the Active Implementation Framework;
- Work closely with Regional Center of Excellence Director;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Provide training and ongoing coaching to principal supervisors and principals to improve instructional feedback and leadership for teachers;
- With districts, design and provide induction and mentoring activities for new principals;
- Design activities, resources and tools for principals and principal supervisors supporting school improvement, instructional feedback, and instructional leadership;
- Support implementation of principal development and evaluation systems and the alignment to school improvement work;
- Foster positive, productive, and collaborative relationships with Regional Centers of Excellence colleagues, schools, districts, service cooperatives, and the Minnesota Department of Education;
- Make appropriate and effective use of time, technology, and resources;
- Complete all operational reports within a timely manner and;
- Be flexible in a variety of working environments in schools, virtual or home office settings;
- Be required to travel to perform the duties of the job; travel costs are reimbursed;
- Experience in working with diverse groups, addressing equity issues and supporting systems in closing achievement gaps;
- Thorough knowledge of professional development and assessment;
- Ability to establish and maintain effective working relationships with regional service cooperatives, post-secondary institutions, school districts, MDE, and others;
- Ability to handle a variety of assignments or problems independently;
- Ability to deal with and resolve difficult problems;

- Ability to apply a variety of procedures and practices;
- Ability to process and use complicated data;
- Ability to communicate effectively, both verbally and in writing, with regional service cooperatives, post-secondary institutions, school districts, MDE, and others;
- Ability to present effectively to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Licensed administrator with at least five years successful school leadership experience;
- Demonstrated expertise in school improvement, instructional feedback and instructional leadership;
- Experience planning, facilitating and evaluating growth-focused conversations, professional development and networking for adult learners.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- School Administrator License;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Regional Center of Excellence Director.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, overnight stay, and weekend activities.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.