

FLAT ROCK COMMUNITY SCHOOLS

NOTICE OF VACANCY

DATE July 17, 2010

POSITION AVAILABLE: UPPER ELEMENTARY PRINCIPAL Grades (3-5)

QUALIFICATIONS:

1. Minimum of a Master's Degree in Educational Leadership.
2. Valid Michigan Administrative Certification
3. Valid Michigan Teacher's Certification.
4. At least three (3) years of experience in public school administration and/or public school supervision preferred.
5. At least three (3) years of experience in public school elementary education.
6. Experience with School Wide Title I procedures and documenting.
7. Experience with Readers and Writers workshop preferred.
8. Demonstrated ability to work with the entire school community (e.g. parents, students, teachers, administration, business and community groups) required.
9. Demonstrate the ability to work effectively with current technology. Interactive White Board experience preferred.

REPORTS TO: Superintendent of Schools

SUPERVISES: Administrative Assistants, Teaching Staff, Professional Support Staff, Paraprofessional Staff, Auxiliary Staff, and other resource and service personnel while functioning in the assigned school.

JOB GOAL: To manage the assigned school to promote the educational development of each student by the use of leadership, supervision, and administrative skills.

PERFORMANCE RESPONSIBILITIES:

The Principal shall:

1. Provide instructional leadership and supervision, including staff development and school improvement.
2. Establish and maintain an effective learning climate.
3. Maintain a safe, orderly and disciplined environment conducive to teaching and learning.
4. Provide leadership and supervision for a comprehensive program of student activities.
5. Implement and maintain a plan for positive public relations.
6. Manage and prepare the school budget.
7. Foster collegiality and team building among staff.
8. Communicate and promote expectations for high-level performance from the staff and students.
9. Direct the organization, supervision, evaluation of personnel, curriculum, instruction, and the activities of the school.
10. Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
11. Make recommendations concerning the school's instructional and administrative programs.
12. Serve as the instructional leader of the school.
13. Assist in the development, evaluation, and revisions of the curriculum.

14. Delegate authority to designated personnel for the administration of the school in the absence of the principal.
15. Supervise and evaluate all administrative, professional, paraprofessional, and non-professional personnel assigned to the school.
16. Assist in the recruiting, screening, hiring, training, and assigning of the school's staff.
17. Supervise the preparation of the master schedule and student schedules.
18. Recommend the removal of a staff member whose work is unsatisfactory, according to established procedures.
19. Assume responsibility for the observance and implementation of all Board policies and regulations by the school's staff and students.
20. Supervise the maintenance of records on the progress and attendance of students.
21. Supervise the preparation of all school reports for the central administration staff.
22. Maintain high standards of student conduct and provide leadership a discipline program that recognizes students' rights to due process.
23. Provide leadership in addressing challenges facing the profession; pursue professional development activities.
24. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
25. Perform all other duties as deemed necessary by the Superintendent or designee.

TERMS OF EMPLOYMENT:

Work year: 215 days
Salary: Commensurate with education and experience (range \$81,500-\$91,500)
Excellent medical, dental and vision insurance

EVALUATION:

Performance of the position will be evaluated annually in accordance with the requirements of state law and local Board of Trustees policy.

DEADLINE TO APPLY:

Friday, July 30, 2010 @ 3:00 p.m.

APPLICATION PROCESS:

Please send cover letter, resume, credentials, letters of recommendations, transcripts and a description of two of your most significant accomplishments within the last five years to:

Russell E. Pickell, Superintendent
Flat Rock Community Schools
28639 Division St.
Flat Rock, MI 48134
(734) 535-6502 (phone)
(734) 535-6501 (fax)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital status, or disability.