



High School Principal

2017-2018 School Year

Qualification Requirements

- Master’s Degree in Educational Leadership or Administration.
- Possession of/eligibility for Michigan School Administrator Certificate.
- Valid Michigan Teaching Certificate.
- Minimum of (3) years exemplary building administrator experience, preferred.
- Minimum of (5) years exemplary teaching experience.

Essential Duties and Responsibilities

- Understand the needs of and have the ability to relate to secondary school students and possess effective and innovative ideas for working with them.
- Promote the success of all students by:
 - advocating, nurturing and sustaining school culture and instructional program conducive to student learning and staff professional development;
 - ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment;
 - facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;
 - acting with integrity, fairness and in an ethical manner;
 - understanding the profile of the community and respond to and influence the larger political, social, economic, legal and cultural context.
 - collaborating with families and community members responding to diverse community interests and needs and mobilizing community resources.
- Develops an atmosphere of trust, respect, interest and enthusiasm within the school.
- Possess a desire and ability to work effectively with colleagues in the development and execution of a challenging program for secondary school students.
- Maintains a positive working relationship with parents and act as a problem solver when concerns arise.
- Demonstrate the ability to evaluate the quality of teaching performance and to collaborate with teachers in improving classroom performance.
- Evaluates instructional programs to ensure student achievement and successful execution.
- Identifies staff training needs to ensure effective school improvement programs and encourages professional growth of teachers.
- Make use of achievement data to provide leadership in curriculum development and best instructional practices.
- Demonstrate successful experience in providing leadership to school improvement teams in planning and implementing school improvement efforts.
- Demonstrate a knowledge and understanding of current research and effective practices to design, implement, and maintain a quality secondary school program.

Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Complies with legal and regulatory requirement of the various governmental agencies. Demonstrate strong public speaking attributes and use of written language to capture ideas. • Demonstrate a strong working knowledge of the use of technology both in the classroom and as a means for improving the overall effectiveness of the organization. • Manages financial and budget matters of the building. • Possess strong organizational skills with the ability to prioritize a multitude of tasks. • Delegates responsibility for effective class utilization but assumes final responsibility for the overall school program. • Supervises the maintenance of the building ensuring a safe, clean, attractive and well-kept building. • Adheres to the district health and safety policies. • Supervise and attend student extracurricular activities. • Oversees inventory and property control and orders, distributes and records requests and losses. • Performs other related duties as assigned by supervisor or other administrative staff. • Maintains regular and reliable attendance. • The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district. 		
Salary and Benefits	\$83,000 to \$91,000 depending on qualifications and experience.		
Deadline	1:00 p.m. May 15, 2017		
Selection Process Timeline	Interview Process: May Board of Education Approval: June Tentative Start Date: July 1, 2017		
Method of Application – Information to Submit	<p>Persons who are interested in this position should submit letters of interest, resume, credentials/certification, list of references and a minimum of three letters of recommendation to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as ONE document to: ksherwood@kpschools.com </td> </tr> </table>	Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: ksherwood@kpschools.com
Karen Sherwood Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as ONE document to: ksherwood@kpschools.com		
Contact Information	Please direct questions to Karen Sherwood at 231-258-9109 or ksherwood@kpschools.com.		
<p>The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.</p> <p>The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Kalkaska Public Schools, 315 S. Coral, Kalkaska, MI 49646; 231-258-9109</p>			