



## Middle School Principal

2025-2026 School Year

<b>Job Goals</b>	<p>Kalkaska Public Schools is seeking an experienced, visionary leader to serve as the catalyst and support for both academic excellence and social emotional growth at Kalkaska Middle School.</p> <p>The successful candidate will develop a collaborative culture and provide instructional leadership that will motivate an experienced, dedicated staff to continuous improvement. The principal must be uniquely qualified to establish an environment where staff members are unified.</p> <p>The principal ensures the educational process is meeting the needs of all stakeholders. Furthermore, the principal establishes both short and long-term plans consistent with district policy and provides leadership to establish a climate conducive to learning, planning, and program development.</p> <p>KMS is a rural school serving three hundred and seven 12-14 years old with twenty-seven staff members. KMS students deserve a leader who will hold them accountable while showing them that their future knows no boundaries. The staff deserves a leader who advocates for them but also pushes them to be excellent educators.</p>
<b>Qualification &amp; Requirements</b>	<ul style="list-style-type: none"><li>• Master’s Degree in Educational Leadership or Administration.</li><li>• Possession of/eligibility for Michigan School Administrator Certificate.</li><li>• Valid Michigan Teaching Certificate.</li><li>• Minimum of three years exemplary building administrator experience.</li><li>• Minimum of five years exemplary teaching experience.</li><li>• Teaching experience at the middle school level, preferred.</li><li>• <i>Alternatives to the above qualifications as the Board may find appropriate and acceptable.</i></li></ul>
<b>Essential Duties &amp; Responsibilities</b>	<p>The Principal’s first priority will be to develop an atmosphere of trust, respect, and enthusiasm by doing the following:</p> <ul style="list-style-type: none"><li>• Casting a vision of instructional strategies that addresses the wide range of learning, behavior, and communication styles of the population.</li><li>• Maintaining visibility with students, teachers, parents and the district.</li><li>• Establishing the master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the district’s philosophy, mission statement and instructional goals.</li></ul>

**Essential Duties  
&  
Responsibilities**

- Supervising the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and growth and development.
- Supervising in a fair, consistent manner effective discipline and attendance systems with high standards.
- Ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
- Establishing a rapport with students and staff that earns their respect.
- Displaying the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Serving as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
- Managing, evaluating and supervising effective and clear procedures for the operation and function of the school consistent with the philosophy and goals of the district - including instructional programs, extracurricular activities, and discipline systems to ensure a safe and orderly climate.
- Communicating regularly with parents, seeking their support and advice, in order to create a cooperative relationship to support the student in the school and in the home.
- Working within multiple teams, including but not limited to, the administrative team, the district school improvement team, the middle school leadership team, and the middle school staff.
- Managing financial matters of the building.
- Supervising the building maintenance.
- Ensuring a safe, clean, attractive and well-kept building.
- Maintaining regular and reliable attendance.
- Performing all duties and responsibilities associated with the middle school principalship.

**Promote the success of all students by:**

- Facilitating the development, articulation, and implementation of a vision of learning that is shared and supported by the school community;
- Collaborating with families and community members responding to diverse community interests and needs and mobilizing community resources;
- Advocating, nurturing and sustaining a welcoming and inclusive school culture;
- Supporting and advocating for instructional programs conducive to student learning and staff development;
- Ensuring management of the building resources for a safe, efficient and effective learning environment;
- Acting with integrity and fairness in an ethical manner;
- Understanding the profile of the community and responding to and influencing the larger political, social, economic, legal and cultural context;

	<ul style="list-style-type: none"> <li>· Maintaining a positive working relationship with parents;</li> <li>· Displaying strong organizational skills and showing the ability to prioritize;</li> <li>· Communicating with excellent oral and written skills;</li> <li>· Identifying staff training needs and providing leadership to the school improvement team in both planning and implementation;</li> <li>· Attending and supervising student extracurricular activities;</li> <li>· Demonstrating persistence, directness, and the ability to monitor and plan ahead;</li> <li>· Understanding the needs of, and have the ability to relate to, middle school students and possessing innovative ideas for working with them.</li> </ul> <p>Performing all other or additional related duties as assigned by supervisor.</p> <p>The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.</p>		
<b>Compensation</b>	The successful candidate will be offered a multi-year 207-day contract with a regionally competitive compensation package based on qualifications and experience.		
<b>Deadline</b>	Monday, May 12, 2025, by 1 p.m. or until filled		
<b>Method of Application</b>	<p>Persons who are interested in this position should submit a letter of interest, resume, credentials/certification and list of references to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%; vertical-align: top;"> Rick Heitmeyer  Kalkaska Public Schools  315 South Coral Street  Kalkaska, MI 49646 </td> <td style="width: 40%; vertical-align: top;"> Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> or visit our <a href="#">website</a>. </td> </tr> </table>	Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> or visit our <a href="#">website</a> .
Rick Heitmeyer Kalkaska Public Schools 315 South Coral Street Kalkaska, MI 49646	Or electronically as <b>ONE PDF</b> document to: <a href="mailto:jobs@kpschools.com">jobs@kpschools.com</a> or visit our <a href="#">website</a> .		
<b>Contact Information</b>	Please direct questions to Rick Heitmeyer at e-mail <a href="mailto:rheimeyer@kpschools.com">rheimeyer@kpschools.com</a> .		
<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>			