



Notice of Vacancy

South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

PLEASE POST!

POSITION: Early Childhood Center Principal (AD2)

LOCATION: Early Childhood Center

**QUALIFICATIONS/
RESPONSIBILITIES:** See Attachment

RATE OF PAY: Salary range: \$99,832.00 – \$108,018.00

BEGINNING DATE: 2018-19 School Year

**DEADLINE FOR
APPLICATION:** Until Filled

APPLICATION: Send letter of interest and resume to:

Ben Kirby, Assistant Superintendent Administrative Services
kirbyb@slcs.us
South Lyon Community Schools
345 S. Warren
South Lyon, MI 48178
Ph. (248) 573-8140
Fx. (248) 437-8928

Applications accepted via Oakland Human Resources Consortium
www.oakland.k12.mi.us/OHRC

DATE OF POSTING: May 22, 2018

**SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION**

Early Childhood Center Principal

- QUALIFICATIONS:**
1. A valid Michigan administrative certificate.
 2. A valid Michigan elementary teaching certificate with an early childhood endorsement.
 3. A Master's degree or higher, with graduate credit in leadership, instructional supervision and evaluation, curriculum and assessment development, integration of technology, school finance, personnel management and community relations.
 4. Experience in elementary administration and supervision preferred.
 5. Meet educational qualifications of the Department of Social Services Division of Child Day Care Licensing Regulations for Program Director.
 6. At least three years of successful experience as an elementary or preschool classroom teacher.
 7. Personal competency in the use of technology.
 8. Demonstrated ability as an educational leader.

REPORTS TO: Assistant Superintendent for Curriculum, Instruction, Technology and Assessments (CITA)

- RESPONSIBILITIES:**
1. Establish an atmosphere conducive to learning, using the professional learning community parameters where a climate of order and respect prevails for all members of the school community.
 2. Takes charge of own learning, e.g. updates instructional skills and knowledge, understanding of school improvement requirements, technology applications, join and be active in professional organizations, etc.
 3. Set high expectations for teacher and student performance while using achievement results, aligning resources, (time, budget, PD, etc.) and providing research-based instructional leadership to close the knowing-doing gap and increase achievement for all students.
 4. Support the development, revision and evaluation of curriculum, assessments, integration of technology and supervise implementation for alignment with district expectations.
 5. Provide leadership for school improvement following district and State requirements.
 6. Evaluate and supervise staff in the use of teaching methods to increase student achievement.
 7. Manage financial resources by cooperatively developing the school budget, submitting the school's budgetary requests and monitoring the expenditure of funds.
 8. Maintain a safe, clean, attractive building that creates an atmosphere conducive to learning.

9. Organize and align school activities so that they foster school spirit and enhance learning.
10. Planning, collaborating, coordinating, and supporting all aspects of program facilities with:
 - a. Great Start Readiness Program
 - b. Early Childhood Program
 - c. Early On and Early Childhood Special Education programs and services
 - d. Other local, state and federal agencies
11. Recruit, select and evaluate highly qualified and committed staff members.
12. Provides the instructional leaderships and aligns resources to develop and sustain a school culture exemplifying the essential characteristics of a professional learning community.
13. Provide leadership to parents and staff in the implementation of a Parent Council. Initiate, design and implement programs to meet specific needs of the school.
14. Orient newly assigned staff members and assist in their professional development.
15. Establish and maintain favorable relationships with parents, local community groups and other individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student issues and parent concerns.
16. Supervise the preparation of reports, records, lists and all other paper work required or appropriate to the school's administration, MDE requirements, and licensing requirements.
17. Participate in principals' meetings and other meetings as required.
18. Conduct staff and program meetings and use this time to support teaching and learning.
19. Keep the Central Office staff informed of the school's activities, programs and challenges.
20. Inform the Superintendent or designee completely and continuously as to the condition of the school facilities and any related problems.
21. Exhibit healthy, considerate, professional attitudes that would promote intra-staff and community relationships.
22. Express a willingness to abide by and implement the district's Board policies and administrative plan and philosophy as set forth by the Superintendent.
23. Provide support and leadership for special programs designed to meet student needs, i.e. Special Education, ESL, GSRP, 504 plans, etc.
24. Develop, implement and maintain the MTSS process and child study process, including review of IFSPs and IEPs.

25. Supervise and/or maintain various records, such as payroll, inventory, customer accounts, F.T.E. and income reports, work assignment schedules, etc.
26. Acquire license and assure that all safety guidelines and plans as defined under licensing and school regulations are followed.
27. Prepare communications, promotional materials and media releases in order to communicate program to staff and general public.
28. Oversee the registration process and, when needed, spearhead program recruitment.
29. Seek, write and administer grant opportunities.
30. Establishing and/or equipping, supervising and managing tuition preschool program facilities, both at the ECC and in other school buildings throughout the district.
31. Perform such other duties as may be assigned by the superintendent and/or designee.