



Fremont Public Schools Administration
450 E. Pine Street
Fremont, MI 49412
(231) 924-2350
Fax (231) 924-5264

POSTING DATE: March 16, 2018

POSITION: Assistant Principal Fremont High School

QUALIFICATIONS:

- Possess and maintain a valid Michigan teaching certificate with a Master's Degree preferred
- Ability to meet the State of Michigan School Administrator Certification requirements
- Must have three (3) years secondary classroom teaching or supervisory experience; experience as building administrator preferred.
- Thorough knowledge of curriculum, curriculum development, and best educational practices promoting student learning
- Ability to work as part of the Administrative team focused on the District's interest and goals

DUTIES AND RESPONSIBILITIES:

- Assist with leading the implementation of staff performance evaluation measures per District policy and state law.
- Assist with oversight of the school improvement efforts for the building and all of its programs
- Assist the Principal in utilizing achievement data to lead and facilitate change for improving student learning.
- Assist with oversight of the specialized programs in the building such as Special Education, RTI, Academic Intervention, and Title services.
- Assist in leading the development and implementation of behavior intervention programs that will assure a positive and safe environment for learning.
- Assist with leadership and facilitation of Positive Behavioral Interventions and Restorative practices.
- Communicate and maintain relations with parents, parent groups, school volunteers and outside agencies.
- Assist in safety inspections and safety practice activities.
- Work with department chairs and faculty in a supportive manner.

JOB GOAL: To assist the principal in providing school-wide leadership and to learn the role of the principal

REPORTS TO: High School Principal

APPLICATIONS: Submit written letter of application, resume, transcripts and references to:

Ken Haggart, Superintendent
Fremont Public Schools
450 E. Pine Street
Fremont, MI 49412

DEADLINE: April 16, 2018