

**MARQUETTE AREA PUBLIC SCHOOLS
NOTICE OF VACANCY**

Date: 5/9/2018

Position: **ELEMENTARY SCHOOL PRINCIPAL**

Requirements: Michigan Elementary Administrator Certification or equivalent. Master's degree in Education. Minimum five years teaching experience. Two years Administrative experience preferred.

Pay Schedule: Per MABA Contract

Approximate Starting Date: August 2018

Location: Superior Hills Elementary School

APPLICATION PROCEDURE

Applications will be received no later than: 5/22/2018

Apply online at www.mapsnet.org

Marquette Area Public Schools is an equal opportunity employer

Notice of Vacancy

Distribution:

Superintendent	Cherry Creek
Human Resources Director	Bothwell
Requisitioner	Special Ed
High School Office	Transportation
Superior Hills	Sandy Knoll
HR Posting Folder	Graveraet
Vandenboom / Alt Ed	

**MARQUETTE AREA PUBLIC SCHOOLS
POSITION DESCRIPTION**

ELEMENTARY PRINCIPAL

REPORTS TO: Superintendent
SUPERVISES: All school employees assigned to his/her building.
JOB GOALS: To use leadership, supervisory and administrative skills to promote the educational development of each student.

QUALIFICATIONS:

1. Must have or be eligible for Michigan Elementary Administrator certification or equivalent.
2. Must possess a Master's degree in education.
3. Must have a minimum of five years successful teaching experience and two years administrative experience preferred.
4. Must have successful experience / accomplishments in elementary instruction.
5. Must have knowledge or experience of Michigan rules and regulations for special education and 504 law.
6. Must be computer literate.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school.
2. Plans, organizes and directs implementation of all school activities.
3. Keeps the Superintendent informed of the school's activities and problems.
4. Makes recommendations concerning the school's administration and instruction.
5. Prepares and submits the school's budgetary requests within guidelines established by the Superintendent, and monitors expenditures of funds.
6. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
7. Works with the administrative staff on school activities such as transportation, special services and the like.
8. Keeps the supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
10. Budgets school time to provide for the efficient conduct of school instruction and business.
11. Supervises the school's educational program.
12. Leads in the development, revision, and evaluation of the curriculum.
13. Programs classes within established guides to meet student needs.
14. Supervises the guidance program to enhance individual student education and development.
15. Maintains high standards of student conduct and provides due process as discipline is enforced.
16. Establishes high standards of student conduct.

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17. Attends special events held to recognize student achievement and attends as many school-sponsored activities, functions and athletic events as time permits.
18. Supervises the maintenance of accurate records on the progress and attendance of students.
19. Assumes responsibility for his/her own professional growth and development.
20. Keeps abreast of changes and developments in the profession.
21. Supervises all professional, paraprofessional, administrative and non-professional personnel assigned to the school.
22. Participates in the selection and supervision of all school building personnel.
23. Prepares the master teaching schedule and any special assignments.
24. Evaluates and counsels all staff members regarding their individual and group performance.
25. Conducts meetings of the staff as necessary for proper functioning of the school.
26. Recommends, according to established procedures, the removal of a teacher or staff member whose work is unsatisfactory.
27. Assumes responsibility for the safety, maintenance and administration of the school plant.
28. Supervises the daily use of the school facilities for both academic and non-academic purposes.
29. Plans and supervises fire drills, tornado drills, lock-down drills and an emergency preparedness program as required by law.
30. Provides for adequate inventories of property under his jurisdiction and for the security and accountability for that property.
31. Evaluates all activities and programs that are outgrowths of the school's curriculum.
32. Is responsible for all official school correspondence and news releases.
33. Administers the public relations program for his/her school.
34. Serves as a member of committees and attends meetings as directed by the Superintendent.
35. Any other duties which may be assigned by the Superintendent consistent with the Administrators' Master Contract.

This description is intended to indicate the kinds of tasks and level of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind of level of difficulty.