

**NOVI COMMUNITY SCHOOL DISTRICT**  
**Human Resources Department**



**NOTICE OF VACANCY**

JOB ID: 33019

**POSITION:** Elementary School Principal

**LOCATION:** Parkview Elementary School

**SCHEDULE:** Begins Fall 2019  
210 Work Days

**SALARY:** \$104,400 - \$116,000  
10 Paid Holidays and Comprehensive Benefit Package

**POSTING DATE:** February 1, 2019

**DEADLINE:** March 1, 2019

**JOB DESCRIPTION**

Parkview Elementary School serves approximately 550 students in a diverse, engaged, and supportive Novi, Michigan neighborhood. Over 50% of students at Parkview are current or former English Language Learners. The principal serves students and their families by creating high expectations, communicating clearly, and fostering a healthy learning community. The principal provides instructional leadership and guidance for teachers and support staff so that a comprehensive educational program can be delivered to every student. Currently on staff are 28 highly qualified teachers, two special education teachers, a media specialist, literacy specialist, art teacher, music teacher, physical education teacher, full-time social worker, and Title I teacher. An instructional coach is also assigned to the building. District and building initiatives include social justice, K-12 writing, an aligned K-4 curriculum, aligned K-4 assessments, a rigorous teacher evaluation system (iObservation), MTSS, support for English Language Learners, support for students with disabilities, and ensuring that all students have access to high quality instruction as well as *The Leader in Me*, and *Cultures of Thinking*. This position reports to and is evaluated by the Superintendent.

**QUALIFICATIONS**

*Required Education/Certification*

- Valid State of Michigan Teacher Certification
- Valid State of Michigan Administration Certification
- A Master's degree or higher; graduate credit in educational leadership, instructional supervision and evaluation, or curriculum and assessment development.
- Successful experience as an elementary school principal (K-4) or experienced educational leader at the building or district level.
- Three to five years relevant teaching experience.
- Strong background in proven pedagogical practice.
- Demonstrated skills as a focused instructional leader with excellent communication skills.

*Preferred Experience*

- Experience in elementary teaching, administration and leadership.
- Proven leadership in initiating and implementing change in areas of elementary curriculum, technology, teaming and differentiated instruction.
- Evidence of active participation and leadership at the district level, professional development and professional conferences/memberships.
- Experience with *Leader in Me* framework and *Cultures of Thinking*.

**RESPONSIBILITIES & DUTIES**

- Model an impeccable work ethic and desire to serve the Novi Community School District's staff, students, parents and community.
- Make a distinctive impact on the K-12 educational system.
- Build meaningful and supportive relationships with staff, students, parents and community members to meet the specific needs of children and the school community.

*Developing each student's potential with a world-class education*

# NOVI COMMUNITY SCHOOL DISTRICT

## Human Resources Department



- Monitor and maintain a safe, clean and attractive campus that is conducive to teaching and learning.
- Enhance a learning atmosphere based on high expectations using Professional Learning Communities (PLC) and where a climate of collaboration is respectful for all members.
- Support and communicate the development and revision of curriculum, assessments, and integration of technology. Monitor the implementation of the listed programs to align with the district's goals and expectations.
- Provide leadership, guidance and direction to all student programs and services (Special Education, English Language Learners, Social Workers, MTSS, 504, etc.).
- Provide leadership for school improvement using AdvancED protocols aligned with district, state and federal requirements.
- Evaluate and supervise instructional staff using iObservation. Build the capacity of staff to improve their ability to serve our students.
- Implement the district hiring process to identify and secure highly qualified and committed staff.
- Evaluate and supervise all support staff using individual bargaining agreements and tools.
- Mentor all newly hired staff with a laser-like focus in supporting their growth. The retention of quality staff is a critical component of being a successful principal.
- Interpret and implement Board Policy, bargaining agreements and the Employee Handbook to inform and appropriately problem solve at the building level.
- Lead professional development within Parkview. Assist in leading professional development at the district level.
- Set high expectations for teacher performance while using student achievement data, resources and research-based instructional strategies to close the achievement gap.
- Actively participate, lead and communicate to staff all district expectations, initiatives, goals and common practices.
- Manage financial resources by cooperatively developing the school's budget, submitting the school's budgetary requests and monitoring the expenditures of funds.
- Organize, communicate and align school activities that promote school spirit, honor diversity and enhance the learning community.
- Prepare reports, maintain records and manage all required paper work appropriate to an elementary principal.
- Effectively communicate the school's progress, triumphs and challenges with Central Office.
- Perform other duties as assigned by the Superintendent and/or designee.

**APPLICATION: (Internal and External applicants)** For full consideration of your candidacy, please complete the entire online application on the Oakland Human Resources Consortium website at <https://oakland.k12.mi.us/employment/job-postings> or click [here](#) by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to potential volume of paper applications, we will only consider applications completed online.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Gary Kinzer, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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