

**NOTICE OF VACANCY
December 21, 2020**

**MARLETTE COMMUNITY SCHOOLS
6230 EUCLID ST
MARLETTE, MICHIGAN 48453-1399**

TITLE OF POSITION: Jr/Sr High School Assistant Principal

GENERAL DESCRIPTION: Grades 7-12, approximately 350 students.

QUALIFICATIONS: Minimum of a Master's degree with emphasis in Educational Administration.
Possess a valid Michigan Teaching Certificate.
Must hold or be eligible to apply for a Michigan School Administrators Certificate.
Three years of administrative experience in a variety of leadership roles preferred.
Five years of teaching experience preferred.

FINGERPRINTING: New employees must have fingerprints on file with the District prior to employment. Employees will be responsible for all fees associated with the fingerprinting.

SPECIFIC DUTIES AND RESPONSIBILITIES: See Attached Position Description

STARTING DATE: On or Before February 1, 2021

BEGINNING SALARY: Competitive compensation package, based on experience

CLOSING DATE FOR RECEIPT OF OFFICIAL APPLICATION POSTMARKED ON OR BEFORE:

Wednesday, January 6, 2021 by 3:00 p.m.

**Mail letter of interest
And resume to:** Superintendent of Schools
Marlette Community School
6230 Euclid St
Marlette, MI 48453

Or Email to: sarah.barratt@marletteschools.org

It is the policy of Marlette Community School District that no person shall be on the basis of sex, race, color, national origin, or handicap excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.

**Marlette Community Schools
Jr/Sr High School Assistant Principal
Position Description**

Reports To: Jr/Sr High School Principal

SUMMARY: Provides instructional leadership to staff including, but not limited to: curriculum planning, review and implementation; and professional development. Responsible for assisting the Principal with day-to-day building administration and the safety and welfare of both students and staff and their activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school and Board of Education policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Manages all building staff personnel as directed by the Principal.
- Evaluates performance and effectiveness of programs and staff and coordinates in-service training for staff with the Principal.
- Maintains relations with the parents, parent groups, community, school volunteers and outside agencies.
- Participates in district-wide activities, in-services, committees, as appropriate.
- Implements policy and procedure changes from the Board or the State and Federal level at the building level. Reports appropriately to staff and to community on Public Act 25.
- Works with the Principal on budgeting/purchasing.
- Works with the Principal to coordinate processes for the effective functioning of the school.
- Maintains current information on legal/financial developments of educational legislative reforms.
- Meets administrator continuing education requirement.
- Maintains discipline required for an effective learning environment.
- Resolves staff problems and provides support to students with the Principal.
- Provides general supervision to students throughout the day and during lunch periods.
- Assists the Athletic Director with co-curricular and athletic programs and supervision.
- Organizes programs to work toward achieving District goals and objectives with the Principal.
- Desegregate student achievement data and utilize this data to strategize and implement improvement and intervention plans with the Principal.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Master's Degree, with emphasis in Educational Administration and training in middle or high school administration, supervision, curriculum, and guidance; minimum of five (5) years teaching and/or administrative experience of excellent quality in education relative to the Jr/Sr High School level.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Michigan Teaching Certificate, Administration Certification (or eligible for administration certification)

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, parents and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements, applicable laws, and Board of Education policies. Demonstrated ability to provide educational leadership and leadership in educational planning. Demonstrated ability to function effectively in a management team. Must possess strength in computer technology.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Some driving is necessary; therefore, transportation is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people to meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.