

June 4, 2021

NOTICE OF VACANCY

2021-2022 School Year

Lake City Area Schools has posted the following administration opening:

Assistant Principal (6-12)

Lake City Area Schools is seeking the best candidate to join our committed team in delivering dynamic and innovative education for our 6-12 grade students and families. This leader will assist the Principal in the continued development of a positive school culture – in which high expectations for academic are an integral foundation.

This individual needs to be highly articulate in best practices surrounding teaching and learning. Lake City Area Schools is looking for a team player who demonstrates not only passion and commitment to the role of co-leader of learning, but who is committed to assisting in the development of a team of teachers who are able to collectively and collaboratively make a difference in the lives of students and families.

Education/Certification: Master's degree and Administrative Certification

Special Knowledge/Skills:

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data
- Strong organizational, communication, public relations, and interpersonal skills

Experience: Administrative Experience Preferred. Three-Five years experience as a classroom teacher.

Please submit letter of interest and resume to:

Dr. Tim Hejnal, Middle/High School Principal
Lake City Area Schools
PO Box 900
Lake City, MI 49651,
Or send electronically to: ***thejnal@lakecitytrojans.org***.

Deadline – June 18, 2021

