



JOB POSTING Internal/External

Posting Title:	<u>High School Principal</u>
Salary:	\$85,000 - \$95,000; Commensurate with experience Comprehensive benefit package
Terms:	2023-2024 School Year (210-day contract)
Reports to:	Superintendent of Schools
Closing Date:	June 12, 2023, or until filled

Reed City Schools is accepting applications for a dynamic High School Principal as a leader who will be able to support instruction for all learners. Candidates must be able to demonstrate knowledge of effective leadership, instruction, and analysis of appropriate data.

Required Qualifications and Experience:

- Master's degree or higher with an emphasis in educational leadership, curriculum development, or related field.
- Valid Michigan teaching certificate with at least five (5) years of teaching experience.
- Meet State of Michigan administrative certification requirements.
- Ability to engage students, staff, parents, and community in an effective environment and culture for learning.
- School leadership experience with knowledge of school improvement planning.

Responsibilities:

- Provide leadership to ensure excellence, equity, and access for all students.
- Provide leadership for and ensure adherence to the approved curriculum, evidence-based instructional practices, and assessments.
- Provide leadership to meet and exceed the standards in the state accreditation program, school improvement framework, and federal/state accountability.
- Assume responsibility for the administration of the national, state, and local assessments as well as the analysis and reporting of results.
- Employ restorative practices to build community, resolve conflicts, and repair harm to students, families, and staff.
- Ensure the appropriate supports are in place for students with IEPs and 504 Plans.
- Create and maintain a safe environment for all students and staff.
- Maintain high standards of student conduct and enforce discipline according to due process standards.
- Work collaboratively with the principals and other administrative team members to lead Reed City High School to meet and exceed district goals.
- Final decision maker for his/her assigned building under defined conditions.
- Know the needs of the staff and contribute to the design and implementation of professional development to support high school and district goals.
- Evaluate and review the performance of staff assigned to Reed City High School.

- Communicate the high school program's philosophy, goals, and objectives to students, families, staff members, and the community.
- Supervise and actively participate in afternoon and evening school activities as needed.
- Attend and participate in Board of Education meetings and appropriate committee meetings to support the work of the high school, district, and community.
- Coordinate with the Superintendent of Schools in the recruiting, screening, interviewing, and recommending of qualified candidates for high school staff positions.
- Develop, implement, and monitor the high school budget.
- Work cooperatively with administrators in the areas of pupil accounting, facility use, staff assignments, financial resource development, and coordination of schedules.
- Ensure compliance with all policies of the Board of Education and administrative guidelines and procedures.
- Bending, lifting, standing, sitting, walking, and overhead work required.
- Other tasks and responsibilities as assigned by the Superintendent of Schools.
- Ability to withstand the physical and mental rigors of being a high school principal.
- Regular and reliable attendance and physical presence are required.

Anticipated schedule:

June 12	Posting Closes
June 19 - 21	First Round of Interviews
June 26 & 27	Second Round of Interviews (if necessary)

Applicants:

Qualified candidates should submit a resume, letter of interest, college transcripts, copy of certificates, and three (3) professional letters of reference to: applicant@reedcityschools.org.

The Reed City Area Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate.