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## **JOB POSTING – Internal/External**

<b>Position Title:</b>	<b><u>Elementary School Assistant Principal</u></b>
<b>Terms:</b>	2023-2024 School year
<b>Salary:</b>	Commensurate with experience
<b>Reports to:</b>	Building Principal
<b>Timeline:</b>	Closing date: July 19, 2023, by noon or until filled Tentative dates for 1 <sup>st</sup> interviews: July 24 and 25

Reed City Area Public Schools is looking for an Elementary Assistant Principal that is interested in collaborating with a positive, dedicated, and high-performing team.

### **Qualifications:**

- Valid Michigan Administrator certificate or ability to obtain within three years.
- Possess a valid Michigan Teaching Certificate.
- High level of skills in leadership and communication.
- Knowledge of elementary school (K-4) curriculum and instructional practices.
- Strong interpersonal skills.
- A proven ability to lead and work in teams.
- Successful administrative experience at the elementary school level is preferred.

### **Responsibilities:**

- Working with youth, families, and staff.
- Building relationships and communication skills to support a team approach to education.
- Collection of data and successful use to drive improvement.
- Ability to offer consistency when interacting with students and stakeholders.
- To work collaboratively to implement best practices that improve student learning and achievement.
- Create a collective sense of responsibility for school improvement through joint planning and efforts to involve stakeholders in key aspects of the school's work.
- Observation and evaluation of staff performance.
- Promote the professional growth of each staff member.
- Assist with and supervise student behavior and school activities.
- Work collaboratively with building and district administrators.
- Ability to withstand the physical and mental rigors of being an assistant principal.
- Regular and reliable attendance and physical presence are required.
- Assume other duties as assigned.

**Applicants:** Qualified candidates should submit a resume, letter of interest, college transcripts, a copy of Michigan teaching certificate, and three (3) professional letters of reference to:

[applicant@reedcityschools.org](mailto: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*