



ALMA PUBLIC SCHOOLS

Job Posting

POSITION: High School Assistant Principal (one-year term)

LOCATION: Alma Public Schools

REPORTS TO: Superintendent – Stacey Luberda-Criner

REQUIRED QUALIFICATIONS:

Degree/Certification:

Michigan Administrator Certificate

Valid Michigan Teaching Certificate with three years of successful teaching experience

High School teaching experience preferred

Job Requirements, Knowledge, and Skills:

A successful candidate will be able to:

- Carry out duties as assigned by the High School Principal, when designated, and shall act and serve as the High School Principal upon his/her absence
- Supervise and direct the activities of all student services office personnel, which include guidance personnel and building paraprofessionals
- Maintain a productive learning atmosphere on a daily basis through enforcement of rules, regulations and policies as established by the Board
- Maintain correspondence with parents regarding student infraction of policy, rules or regulations, and conduct conferences with parents
- Establish procedures for proper supervision of all high school sponsored activities along with the Athletic Director and High School Principal
- Oversee the implementation of the district school improvement plan.
- Ensure Board approved curriculum is delivered through aligned learning outcomes.
- Collaborate with counselors and other designated personnel regarding educational and behavior expectations for students
- Coordinate data processing operations pertaining to attendance reporting, scheduling, and academic grading through the use of PowerSchool
- Assist High School Principal in the areas of classroom observation and evaluations of teachers
- Maintain liaison with parent and student groups to be aware of needs, to deal with assorted concerns and to establish positive relationships

A successful candidate will have:

- Effective communication skills that promote a collaborative atmosphere with staff, students, parents and community members
- Proven ability to analyze, problem-solve, make decisions and accept responsibility
- High expectations of academic success for all students
- Experience with School Improvement, Curriculum Implementation and Multi-Tiered System of Supports

WORK SCHEDULE: 215 Days

COMPENSATION: In accordance with APS Director/Principal Pay Scale

BEGINNING DATE: ASAP

APPLICATION: Application materials should include a letter of interest, resume, and three letters of recommendation as well as a copy of teacher and administrative certificates and transcripts.

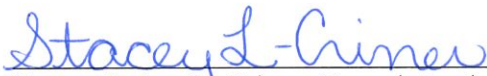
Please send application materials to:

Stacey Luberda-Criner, Superintendent
Alma Public Schools
1500 North Pine Avenue
Alma, MI 48801

Or e-mail materials to: scriner@almaschools.net

DATE OF POSTING: 8-22-2023

DEADLINE DATE: 8-28-2023 or until filled



Stacey Luberda-Criner, Superintendent



Date