



## **ESSEXVILLE-HAMPTON PUBLIC SCHOOLS**

303 Pine Street, Essexville, MI (989) 894-9700

### **JOB POSTING**

**POSTING DATE:** April 11, 2023

**CRAMER JUNIOR HIGH SCHOOL:** Principal

#### **QUALIFICATIONS:**

- Master's Degree in Education with an emphasis on educational administration, educational leadership, or its equivalent
- State of Michigan administrative certification required; additional teacher certification preferred
- Previous secondary school leadership experience preferred
- Highly effective and articulate communicator with excellent verbal and written communication skills
- Proficiency in administrative uses of educational technology and data-based school and systems analysis
- Knowledge and experience regarding best practices around planning, instruction, and assessment for student learning
- Student-centered, consistently prioritizing student learning and making decisions in the best interests of students
- Knowledge and experience regarding school law, special education, behavior management, and emerging trends in education
- Excellent interpersonal skills and ability to provide effective and constructive feedback and supports
- Driven and success-oriented with high expectations for self and others
- Honest, ethical, and trustworthy, leading with impeccable integrity
- Organized, diligent, and possesses a strong work ethic; leads by example
- Success in implementation and management of systems/programs to address school culture and promote a safe and orderly school environment

- Demonstrated ability in group processes, shared decision-making, and team participation
- Alternatives to the above qualifications as the Board may find appropriate and acceptable

## **RESPONSIBILITIES:**

- Serve as a proactive leader in the building identifying and accepting ownership of tasks, activities, programming, etc
- Support and assist implementation of state standards, standards for college and career readiness and district curriculum in all subjects
- Support and promote the use of digital learning and assessment tools, student information system, and communication systems
- Support and promote the analysis of historical and real-time data to drive educational decisions
- Assist in development and implementation of the school improvement plan aligned with district improvement plan
- Assist in supervising the instructional program and evaluating the performance of teachers
- Assist in implementation of research-based instructional strategies to drive student learning
- Assist in the implementation and delivery of in-depth and on-going professional development to support instructional strategies
- Monitor and assess the performance of students through data analysis
- Support the alignment of resources with goals and priorities
- Communicate regularly with all stakeholders to promote community engagement initiatives
- Attend, supervise and participate in school and district activities including but not limited to extracurricular activities and conferences
- Positively influence and support the educational community
- Create and maintain an environment conducive to learning for all stakeholders with implementation of restorative practices to address behavioral concerns
- Foster a professional community of teachers and staff to promote each student's academic success and well being
- Perform other duties as assigned.

**REPORTS TO:** Superintendent

**CONTRACT:** 210 days\*

**SALARY:** \$80,533-\$90,200\*

**DEADLINE:** Monday, April 24, 2023 at 12 noon or until filled

**TIMELINE** (subject to change):

**Up to 6 Finalists notified by Friday, April 28**

**Finalist Interviews & Performance Task**

**- Monday, May 1**

- Slot 1: Performance Task: 3:30 - 3:55 PM, Interview 4 - 4:45 PM
- Slot 2: Performance Task: 4:30 - 4:55 PM, Interview 5 - 5:45 PM
- Slot 3: Performance Task: 5:30 - 5:55 PM, Interview 6 - 6:45 PM

**- Tuesday, May 2**

- Slot 4: Performance Task: 3:30 - 3:55 PM, Interview 4 - 4:45 PM
- Slot 5: Performance Task: 4:30 - 4:55 PM, Interview 5 - 5:45 PM
- Slot 6: Performance Task: 5:30 - 5:55 PM, Interview 6 - 6:45 PM

Please send copy of resume, administrative license, and letter of interest via mail or email to:

*\*Please note that the principal union collective bargaining agreement for school year is being negotiated and these numbers are subject to change based on the final agreement.*

Miranda Antcliff  
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