

JOB POSTING

Meridian Early College High School – PRINCIPAL

SCHOOL BACKGROUND:

- Meridian Early College High School is a proud member of the New Tech Network since 2012 with approximately 440 students in grade 9-Early College.
- Meridian Early College High School has been recognized by the New Tech Network as a National Demonstration Site on multiple occasions and has been recognized by the Michigan Department of Education as a Top 10 in 10 school.
- Meridian is the only comprehensive high school in Michigan where 100% of students are enrolled as Early College Students with 80% of students completing their first year of college or comparable certification prior to graduation.
- Meridian Early College High School offers several Career and Technical Education (CTE) courses and in addition, partners with the Bay-Arenac Career Center and Midland County Schools to provide further CTE opportunities.
- New Tech is an innovative approach to teaching and learning. It incorporates one-to-one technology in integrated classrooms. Students work on real-world projects in a collaborative environment learning 21st Century Skills. The cornerstone of this approach is a culture of trust, respect and responsibility.

DESCRIPTION of POSITION:

- The Principal of Meridian Early College High School is directly responsible to the superintendent of the Meridian Public Schools for the leadership of the school and for managing an accountability system consistent with the district's philosophies, policies, and procedures for the school staff, parents, and students.
- The Principal is responsible for the supervision and outcome of all aspects of the educational program.
*** See attached for a list of Duties and Responsibilities ***

SALARY: Negotiable based upon experience and qualifications of the successful candidate.

EDUCATION, CERTIFICATION, and EXPERIENCE:

- A Master's Degree (MA) from an accredited college or university, or equivalent is required.
- A valid Administrator's Certificate or be willing to enroll in a program leading to certification as a school administrator.
- Three years of administrative experience at building level and three years of successful teaching experience is preferred.
- A working knowledge of project-based learning, early college, career and technical education and the closing of the Opportunity Gap is preferred.

APPLICATION DEADLINE: 3:00 p.m., July 15, 2019

INTERVIEWS: July 22-25, 2019

STARTING DATE: On or before August 12, 2019 preferred

APPLICATION REQUIREMENTS: All interested persons must email a letter of application, resume, and complete credential packet to craig.carmony@merps.org



Craig D. Carmony
Superintendent

Posting Date: June 20, 2019
Internal/External

NOTE: Any applicant recommended for hire for any position is required to consent to a criminal history investigation.

No person shall, on the basis of race, creed, gender, religion, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by Meridian Public Schools.

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Areas of Duties and Responsibilities:

- Develop and administer the general school routine, and coordinate all activities within the school building.
- Evaluate, counsel and motivate staff toward performances to attain the educational goals of the District.
- Evaluate existing programs and practices.
- Lead and continue to develop Career and Technical Education Programs.
- Provide instructional leadership to all staff and assure integration and cooperation between curricular areas.
- Build relationships with higher education and businesses to create partnerships to support college courses, internships, and community service experiences for students.
- Maintain an educational philosophy and school climate that encourages a cooperative and participating attitude on the part of all teachers and students.
- Maintain a standard of student behavior designed to emphasize trust, respect and responsibility and minimize school and classroom disruptions.
- Provide professional development around the identified school improvement goals.
- Develop a growth mindset with students and staff.
- Plan and maintain the building budget in cooperation with the Director of Business Services.
- Maintain effective communication to keep staff, students and parents properly informed.
- Focus on eliminating the Opportunity Gap and provide equity to all students.
- Hire new staff and provide proper orientation to the school.
- Make recommendations to the Superintendent on any matter which will improve the excellence of the District.
- Have the ability to cope with emergency situations as they pertain to the health, safety and welfare of students and staff.
- Have the ability to respect confidentiality in sharing information with parents, staff and others, where appropriate.
- Attend building and District events.
- Knowledge of organizational policies and procedures.
- Knowledge of state and federal laws and the ability to guide implementation of these statutes, regulations and rules.
- Attend professional conferences, seminars and workshops in education and/or educational administration as per agreement and/or Superintendent.
- Regular and Reliable Attendance is an Essential Job Function.
- Perform all other duties as assigned.

The Principal's responsibilities shall include, but not be limited to the following:

- Administer to the requirements set forth by the state and national departments of education.
- School Improvement Efforts
- Assist in Grant Applications
- Scheduling
- Any district, state or national testing
- Evaluations
- Student Supervision and Discipline
- Multi-Tiered System of Supports
- Technology Support
- Increasing Student Achievement
- Lead, develop and support Project-Based Learning, Early College and CTE Programs