



Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641

April 13, 2018

Job Posting

Elementary School Principal, PreK-2 Building

Job Description

The principal is responsible for managing the operations of the school to continuously meet its goals and objectives. For that reason, the principal establishes committees for school departments and organizes the student schedules. On a daily basis, principals must perform a variety of tasks, including overseeing staff performance, supervising student behavior, and ensuring that the academic programs are thriving. Principals develop school budgets and administer school-wide activities. Principals implement curriculum and oversee academic programs that offer the students the foundation for a successful future. They ensure that students abide by the school guidelines and student code of conduct.

Qualifications

It is preferred that candidates hold a master's degree or higher in educational Administration or Ed Leadership and be certified in K-12 Administration and hold a current teaching certificate.

Requirements

Must have the ability to motivate staff, have a broad knowledge of a variety of content areas and methodology, and be able to analyze data to identify school strengths and weaknesses, planning accordingly.

The principal should be approachable, student focused, have strong functional and technical skills, possess interpersonal savvy, be able to communicate in a professional manner, listen well, have organizational agility, persevere and manage time well. Work independently and coordinate the completion of several tasks simultaneously.

Various Duties

- ✚ Serve in the capacity of supervisor of instruction, coordinator, and educational appraiser.
- ✚ Work individually and with other administrators in the school system under the guidance of the superintendent, in studying and working for the overall improvement, welfare and development of the school district.
- ✚ Keep the superintendent informed of important accomplishments, needs, and problems in the field of administration, personnel, instruction and school-community relations.

- ✚ Provide opportunity and leadership for those working with him/her to share techniques, understands and ideas for bettering the school program.
- ✚ Organize administrative and other aspects of the school so as to free himself/herself as much as possible for the major tasks of evaluating and improving the instructional program.
- ✚ Provide curriculum adjustments where possible which meet the needs of students and the community.
- ✚ Interpret school programs to the constituents of the school.
- ✚ Administer and supervise the school in accordance with such policies, rules and regulations as the superintendent may prescribe.
- ✚ Work cooperatively with the superintendent in formulating an organized program for the in-service education of the members of the school staff.
- ✚ Make objective recommendations with adequate supporting data to the superintendent in regard to cases of assignments, transfers, promotion, and demotion, renewal of contract or dismissal.
- ✚ Increase efficiency and effectiveness through advanced study and through participation in professional organizations and professional conferences.
- ✚ Recommend to the superintendent, for adoption, an estimated budget for the ensuing year, assist in modifying and refining the estimated budget, administer budget adopt by the Board of Education.

Specific Duties

1. Administer extra-curricular activities
2. Conduct regular teacher meetings
3. Coordinated school improvement endeavors
4. Develop and direct the building and activities calendar
5. Supervise all personnel in the building
6. Direct school custodians, cooks and other classifieds personnel
7. Establish and maintain student rules and regulations
8. Handle disciplinary problems
9. Direct enrollment, registration and scheduling
10. Make necessary reports to the State
11. Attend all Board of Education meetings
12. Requisition all equipment and supplies
13. Attend special events held to recognize student achievement and attend school sponsored activities
14. Participate in meetings, negotiations and such other meetings as are required and appropriate
15. Obey and enforce all State and school district policies, rules, regulations and procedures
16. Coordinate business and community outreach programs
17. Provide lunchroom supervision
18. Other duties are assigned by the superintendent

Terms of Employment

Forty four week contract

Salary to be determined by the Board of Education

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment

Deadline: Friday, April 27, 2018 @ Noon

Please submit letter of interest, resume, three letters of reference, and copies of your Administrative Teaching Certificate and transcripts to:

Monika Cook, Administrative Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
517-592-6641
Monika.Cook@myeagles.org