



MANCELONA PUBLIC SCHOOL

Seeks a highly qualified, motivated and committed

Elementary School Principal

Master's degree or higher

Valid Michigan School Administrator Certificate

Valid Michigan teaching certificate

At least 5 years of K-12 teaching experience

For complete job description, refer to

www.mancelonaschools.org

Under employment opportunities

Please send letter of interest,
resume, copy of certification,
and copy of transcripts
by June 7, 2023

to:

Mr. Jeffery DiRosa, Superintendent
Mancelona Public Schools
112 St. John Ave.
Mancelona, MI 49659

Mancelona Public Schools
Mancelona, MI
Job Description

Classification Title:

Elementary School Principal

General Job Description:

The principal holds the key leadership position and assumes overall responsibility as the creator of culture and instructional leader in the school. The principal's primary responsibility is providing a high level of instructional leadership. As such, the principal is responsible for the oversight and evaluation of the educational program at Mancelona Elementary School. The principal will develop and administer a comprehensive Elementary School, which meets the needs of the students, parents and staff.

Qualifications:

- Master's degree or higher in school administration or related educational field with a valid Michigan School Administrator certificate.
- Possess a valid Michigan Teaching Certificate. Five (5) years of k-12 classroom teaching experience.
- Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, parents and staff.
- Strong interpersonal skills to communicate verbally and in writing to various audiences.
- Ability to effectively present information and respond to questions from groups, staff, parents and the public.
- Experience in observing, coaching, advising, evaluating, leading, and supervising teachers, including driving teacher evaluations toward continuous improvement geared towards improved student achievement.

Responsibilities:

- Responsible for the organization and administration of all activities within the building.
- Assists in the development of curriculum and assessments.
- Evaluate performance and effectiveness of programs and staff.
- Supervise building staff and conducts staff meetings.
- Assign staff and students to classrooms through the scheduling process.
- Implement prescribed instructional programs, direct instructional methods, manage teaching materials and equipment, oversee curricular standards, and supervise assigned programs and personnel.
- Maintain positive relationships with parents, parent groups, school volunteers, and outside agencies.
- Facilitate the use of quantitative and qualitative instructional data to support the school improvement process and daily actions of teachers to inform instructional decision-making.
- Work with central office personnel to coordinate processes for the effective functioning of the school.
- Prepare the school budget and work with the business manager on budgeting/purchasing.
- Oversee the organization/administration of local benchmark assessments. Analyze assessment data and report to appropriate stakeholders.
- Take responsibility for the school's orderly operation, including the safety and supervision of all staff and students. Supervise school safety procedures and drills. Provide appropriate student/staff training and management.
- Provide organizational support for scheduling building activities.
- Manage student discipline.
- Execute administrative responsibilities, including evenings and weekends.
- Other responsibilities as assigned by the Superintendent.

Reports to:

Superintendent

Salary:

As per the Principal Salary Schedule

Evaluation:

The Superintendent will evaluate performance of this job in accordance with Board Policy.