

June 21, 2022

VACANCY

Assistant Elementary School Principal for 2022-2023 school year

Negaunee Public Schools is currently accepting applications for the position of a full-time Elementary School Assistant Principal. This individual must possess:

- ◆ A Michigan Teaching Certificate
- ◆ Hold a Master's Degree preferably at least 20 semester hours of graduate credit, administration, curriculum, supervision, and related fields and
- ◆ At least two years of teaching experience

Terms of employment: 213 days per school year.

Salary: Negotiable.

Send resume, college certification, letters of reference and supporting material to:

Dan Skewis, Superintendent of Schools
Negaunee Public Schools
101 South Pioneer Avenue
Negaunee, MI 49866

All applications must be post marked no later than 3:00 p.m. on Friday, July 1, 2022.

NOTICE

It is the policy of the Negaunee Pubic School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools
101 S Pioneer Ave
Negaunee MI 49866
(906) 475-4156

POSITION DESCRIPTION

LAKEVIEW ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

Reports to: Building Principal

Qualifications:

1. Must possess appropriate Michigan Department of Education Administrative certification
2. Must possess a Master's degree in school administration.
3. Must have a minimum of four years successful teaching experience, elementary preferred.
4. Proven organizational, leadership, and administrative skills required.
5. Satisfactory State Police Criminal Records.
6. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities: Assistant Principal

1. Assumes responsibilities for student discipline and attendance, initiates conferences with counselors, parents, teachers, and Principal concerning out-of-school and in-school suspensions.
2. Works to assure that statutory requirements are followed concerning suspension and/or expulsion of pupils.
3. Works with the Principal in the areas of classroom visitations and the evaluation, selection and in-servicing of teachers and support staff.
4. Shares in the public relations efforts of the school.
5. Assumes responsibility for routine administrative and supervisory tasks including school day and evening activities.
6. Participates in programs designed for improvement of student behavior.
7. Works with students, teachers, and administrators in the development and enforcement of rules contained in the student/parent and faculty handbooks.
8. Assists staff with student management techniques.
9. Works with local agencies for student welfare.
10. Assists the Principal in the overall administration of the school.
11. Assists in implementation and observance of Board policies and regulations for building staff and students.
12. Attends special events as designated by the Principal.
13. Assumes leadership role in planning for special programs, i.e. Veteran's Day assembly, The Giving Tree, etc.
14. Performs other tasks and assumes other responsibilities assigned by the Principal.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.