



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

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NOTICE OF VACANCY

Position: Principal

Location: Anchor Bay High School

Schedule: Full time, school day, plus occasional evenings and weekends

Salary: \$116,554 - \$127,936, based on degree and experience

Position Summary:

As the chief executive of the school and invested with supervisory and administrative authority over the prescribed educational program and all activities in the school building and on the school grounds, is responsible for the manner in which that supervisory and administrative authority is carried out.

The Principal is involved in the development of the educational program of the entire school district and must be knowledgeable in all phases of secondary educational and administration. Must communicate in a positive and professional manner to the community and staff.

Principal Duties and Responsibilities:

- Supervises the instructional staff in the development and implementation of curriculum and student activities.
- Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance.
- Implements and supervises the school's educational programs.
- Guides and oversees 504 plans
- Keeps abreast of trends, developments, and research as they pertain to education and school operation.
- Directs the activities of school professional and non-professional staff members in the performance of their duties.
- Reports to appropriate Central Office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
- Develops a program of public relations in order to further the community's understanding and support of the educational program.
- Administers the school's budgeted allocations.
- Implements Board of Education policies and administrative rules and regulations relating to the school.
- Prepares such reports as may be required.
- Coordinates or supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities and the like.
- Assumes leadership in the direction of the school's athletic and extracurricular activities.
- Participates in principal's meetings, negotiations meetings, and such other meetings as are required or appropriate.
- Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- Maintains and controls the various local funds generated by student activities.
- Assists in the recruiting, screening, hiring and evaluating of the school's professional staff.
- Assumes responsibility for the safety and administration of the school plant.

Principal Duties and Responsibilities (continued):

- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.
- Plans and supervises fire drills and emergency preparedness programs.
- Supervises the maintenance of accurate records on the progress and attendance of students.
- Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Recommends the removal of a teacher whose work is unsatisfactory according to established procedures.
- Conducts meetings of the staff as necessary for the proper functioning of the school.
- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

Supervisory Responsibilities: All personnel serving in assigned school.

Recommended Qualifications:

Master Degree in Secondary Administration or Secondary Education preferred. Valid Teaching Certificate. Minimum of three (3) years successful teaching experience at the secondary level. Valid Michigan Administrator's Certificate or Letter of Eligibility. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Apply online by March 23, 2018 www.anchorbay.misd.net
Attach resume and three letters of recommendation to online application**