



CAREER OPPORTUNITY

Intermediate School Assistant Principal (Possible Athletic Director Combination) Grades 5 - 8

The Chippewa Hills School District is seeking a highly motivated individual for the position of **Assistant Principal** for Chippewa Hills Intermediate School.

QUALIFICATIONS

- Masters degree in Educational Administration or related field from an accredited college or university preferred.
- Valid Michigan Teaching Certificate and at least 3 years successful teaching experience.
- Demonstrated ability to communicate effectively in writing and verbally with all levels of management, staff, students, parents and community
- Demonstrated ability to administer student discipline consistently and fairly
- Meet all State of Michigan requirements for Intermediate School (Grades 5 – 8) Assistant Principal.
- Demonstrated ability to effectively manage staff and events as applicable to athletics.

DETAILS

Effective Date: August 2018
Work Year: 3 weeks prior and 2 weeks after school calendar
Accountability: Intermediate School Principal and Superintendent
Salary: \$60,00-\$70,000 - Commensurate with experience, qualifications and additional AD duties
Residency: Preferred but not required

A basic job description is available upon request and is posted on the district's web site at www.chsd.us.

DEADLINE July 13, 2018 @ 3:00 PM

CONTACT Interested individuals should send a complete resume to:

Dr. Michael Bob Grover, Superintendent
3226 Arthur Road
Remus, MI 49340
bgrover@chsd.us



POSITION: Intermediate School Assistant Principal
EFFECTIVE DATE: August 2018
WORK YEAR: 3 weeks prior and 2 weeks after school calendar

ASSISTANT PRINCIPAL DUTIES:

- Assist to maintain discipline throughout the student body, establish and maintain a safe, orderly environment within the building and on the campus.
- Promote communication and mutual understanding between staff and parents.
- Promote a school environment which is conducive to learning.
- Propose schedules of classes and extra-curricular activities.
- Assist in supervision of extra curricular activities.
- Conduct safety inspections and safety drill practice.
- Supervise the reporting and monitoring of student attendance, and follows up enforcement of attendance policy.
- Propose and implement experimental and innovative programs.
- Participate in planning, implementing and evaluating the effectiveness of the curriculum in the school and within the district.
- Knowledgeable of instructional models, integrated learning, mastery learning, staff development, thematic teaching, and interdisciplinary teaching.
- Assist in the recruitment, selection and orientation of staff. Evaluate staff on performance and responsibilities and duties utilizing the 5D+ model.
- Collect and analyze student and school data for use with school improvement and individual student needs.
- Organize and work with school improvement team to develop and work toward building level goals.
- Consult with Special Education personnel in the planning of programs for special needs students.
- Participate actively in professional development to keep abreast of education trends and research.
- Use technology to more effectively perform administrative tasks and promote integration of instructional technology into the curriculum.
- Participate as a member of the administrative team of the district.
- Carry out Board policies and administrative procedures.
- May include Athletic Director duties.
- Be responsible for such other duties as are assigned by the Superintendent or Principal.

DEADLINE: July 13, 2018 @ 3:00 PM

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