

DEPARTMENT OF HUMAN RESOURCES



Maysam Alie-Bazzi,  
Executive Director of Staff & Student Services

Robert J. Seeterlin, Director  
Ruth A. Bankhead, Director

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BULLETIN #87                   (2018-19)  
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DATE: May 15, 2018   -----  
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TO: DFT - Instructional Personnel

SUBJECT: PRINCIPAL ELEMENTARY - LOCATION TBD

TITLE OF POSITION:                   PRINCIPAL ELEMENTARY - LOCATION(s) TBD  
*Please note that this posting will cover any potential openings that might occur prior to the start of the 18-19 school year.*

DIRECTLY RESPONSIBLE TO:       Executive Director of Student Achievement

FILING DEADLINE:  
SALARY:                               \$79,706 - \$101,258 (2016-17 ADSA salary schedule)  
External applicants not to exceed step 4 per ADSA.  
    • Subject to change pending ADSA Bargaining

LENGTH OF WORK YEAR:         42 Weeks

EFFECTIVE DATE:                   July 1, 2017

METHOD OF APPLICATION:       Applicants should apply online at [Applicant Tracking](#) (must check the specific position--**Job # 10637**)

MAB/na

**DEARBORN PUBLIC SCHOOLS  
PROFESSIONAL STAFF POSITIONS**

TITLE: ELEMENTARY PRINCIPAL - LOCATION TO BE DETERMINED

QUALIFICATIONS: 1. Master's degree in school administration, supervision, or educational leadership. A candidate with a master's degree in another area may be considered if they possess a minimum of 12 semester hours of coursework in school administration.

2. A minimum of five (5) to ten (10) years of successful teaching, administration, or equivalent school related professional experience at the K-12 level. Achievement of tenure is desirable.
3. For candidates who are not currently employed as a school administrator in an instructional program in the state of Michigan must possess a valid Michigan school administrator's certificate issued under section 1536 **or** must commit to enroll in a program leading to certification as a school administrator under section 1536 not later than six (6) months after he/she begins the employment. Requirements must be met in a three (3) year period.
4. Proof of leadership involvement in the schools, school districts and School communities in which you have worked. 3-5 years of Elementary school administrative experience preferred.
5. Demonstrated experience in advising, evaluating, leading and supervising teachers, including teacher evaluations, that resulted in improved student achievement.
6. Demonstrated knowledge, interest, experience and a keen understanding of staff development initiatives and leadership involvement in professional development.
7. Educational experience with Elementary school aged students.
8. Evidence of knowledge, interest and additional coursework in school leadership areas. Including a focus on development of professional learning communities within a culture focused on teaching and learning.
9. Can demonstrate a conceptual understanding of education processes and can provide proof of a commitment to a continued personal educational program.

10. Evidence of experience working with diverse communities.
11. Exhibits characteristics of leadership and demonstrates a stable temperament, the ability to work with others and a demonstrated ability to create a team building atmosphere.
12. Experience and understanding of the District Strategic Plan and MTSS process.
13. Demonstrated skill in oral and written communication.
14. Evidence of good health.
15. Evidence of experience working with second language learners, economically disadvantaged and other high risk populations.
16. Implement the instructional and non-instructional accountability system and maintain high expectations for all staff.

## REPORTING

RELATIONSHIPS: Executive Director  
of Student Achievement

SUPERVISES: Assigned certified and classified personnel.

JOB GOAL: Serve as the educational leader and chief executive of the school.

### PERFORMANCE

- RESPONSIBILITIES:
1. Increase student achievement of all student to ensure a minimum growth of one year in all subject areas.
  2. Determine objectives and identify school needs as the basis for developing long- and short-range plans for the school.
  3. Interpret and apply the state, county and school district laws, regulations, policies and procedures at the school site.
  4. Integrate and apply the district strategic plan at the school site. Take a leadership role in designing and implementing the district strategic plan at the school site.

5. Direct and assist the staff in development, implementation, and evaluation of effective school improvement and Title I budget and plans.

6. Collaboratively lead the educational activities of the school as a Professional Learning Community. Assign staff and students to classrooms, implement prescribed instructional programs, direct instructional methods, manage the use of teaching materials and equipment, control curricular standards, and supervise assigned programs. Ensure effective implementation of the MTSS process.

7. Direct and coordinate the supportive activities of the educational program of the school to make assignments for the assistant principal, secretaries, maintenance, cafeteria, and other classified personnel; administer the total financial operation of the school; and maintain records necessary for the proper administration of the school. Investigate and initiate academic and behavior supports for all students

8. Take responsibility for the orderly operation of the school including the safety and supervision of all staff and students. Administer the Student Code of Conduct fairly and equitably.

9. Maintain current knowledge of best practices and trends in elementary education. Evidence of providing a climate and culture that is restorative and focused on positive academic and behavioral expectations.

10. Work with parents and the community to encourage participation and collaboration in the school community. Serve as a lead representative and ambassador for the district.

11. Encourage professional staff growth of assigned staff through personal counseling, workshop, conference and committee participation, and empowering staff.

12. Supervise and annually evaluate the performance of all assigned personnel and take appropriate action in cases of substandard performance. Identify and encourage teachers to take a leadership role within in the school community.

13. Carry out a well-planned and consistent program of community relations. Develop and maintain a solid rapport with all stakeholders.

14. Be responsible for implementation and enforcement of all negotiated contracts.
15. Formally evaluate all staff and continually foster learning-focused conversation regarding job performance.
16. Participate on District Curriculum Committees and implement curriculum at the building-level.
17. Perform other duties as may be assigned by the Executive Director of Student Achievement.

TERMS OF

EMPLOYMENT: 42 weeks, ADSA, salary grade 3

EVALUATION: Annual