

DEPARTMENT OF HUMAN RESOURCES



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Executive Director of Staff and Student Services

Robert J. Seeterlin, Director
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BULLETIN #86 (2018-19)

DATE: May, 15, 2018

TO: All Personnel

SUBJECT: PRINCIPAL POSITION - MIDDLE
SCHOOL or K-8

LOCATION TO BE DETERMINED

*Please note that this posting will cover any
potential openings that might occur
prior to the start of the 18-19 school year.*

TITLE OF POSITION: PRINCIPAL - MIDDLE SCHOOL or K-8
LOCATION TO BE DETERMINED

DIRECTLY RESPONSIBLE TO: Executive Director of Student Achievement

FILING DEADLINE: **Midnight, June 1, 2018**

SALARY: \$83, 958 - \$106, 243 (2017-18 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, 2018

METHOD OF APPLICATION: Applicants should
apply online at [Applicant Tracking](#) (must check the
specific position--**Job # 10634**).

MAB/na

Attachment

**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITIONS**

TITLE: MIDDLE SCHOOL PRINCIPAL

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, they 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.
5. Demonstrated experience in advising, supervising, and evaluating teachers that resulted in improved student achievement.
6. Demonstrated knowledge, interest and a keen understanding of staff development initiatives and leadership involvement in professional development.
7. Educational experience with Middle School aged students. Evidence of providing a climate and culture that is restorative and focused on positive academic and behavioral expectations.
8. Evidence of knowledge, interest and additional coursework in school leadership. Including a focus on development of professional learning communities within a culture focused

on teaching and learning.

9. Conceptual understanding of education processes and proof of a commitment to a continued personal educational program.
10. Experience working with diverse communities.
11. Stable temperament, the ability to work with others and experience in creating and maintaining a professional learning community school atmosphere.
12. Demonstrated skill in oral and written communication.
13. Evidence of good health.
14. Evidence of experience working with second language learners, economically disadvantaged and other high risk populations.
15. 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 an educational leader and the chief executive of the school.

PERFORMANCE

RESPONSIBILITIES: 1. Determine objectives and identify school needs as the basis for developing long- and short-range plans for the school and implementation of District Strategic Plan

2. Interpret and implement the district curriculum.
3. Assume responsibility for student learning and increase in student achievement.
4. Enlist the assistance of resource personnel in the improvement of teaching and learning.

5. Monitor learning and instruction through regular classroom visitations.
6. Direct all educational activities of the school. Assign and schedule staff and students. Implement prescribed instructional programs. Ensure appropriate instructional methods.
7. Direct and coordinate the supportive activities of the educational program of the school. Make personnel assignments. Administer the total financial operation of the school and maintain records necessary for the proper administration of the school.
8. Direct school-based professional development aligned with district initiatives and feeder group school improvement plans.
9. Select building staff by making new hire recommendations in alignment with district hiring protocol. Supervise and evaluate the performance of all assigned personnel and institute appropriate action in cases of substandard performance. Identify and encourage individual teachers with leadership potential.
10. Assign all students in such a way as to encourage their optimum growth (scheduling, extended day and summer programs)
11. Direct activities necessary to support an effective program for student development and discipline, assisting teachers as necessary in maintaining discipline and supplying student records and recommendations as requested.
12. Work with parents and community members as the spokesperson for the school.
13. Carry out a well-planned and consistent program of community relations. Develop and maintain a solid rapport with all stakeholders.
14. Serve as the communication link between central administration, teachers, and classified employees in the school, and interpret and implement district policies in individual schools.

15. Plan, coordinate, and review the work of special teachers, ancillary staff, and other personnel assigned to assist teachers in the instructional program.
16. Be responsible for the implementation and enforcement of all negotiated contracts.
17. Carry out an effective program of human relations in order to develop high morale among members of the school staff.
18. Manage the school budget and make recommendations on expenditures for program advancement.
19. Formally evaluate all staff and continually foster learning-focused conversation regarding job performance.
20. Participate on District Curriculum Committees and implement curriculum at the building-level.
21. Perform other duties as assigned by the Executive Director of Student Achievement

TERMS OF
EMPLOYMENT:

42 weeks, ADSA salary grade 2.

EVALUATION:

Annual