

Belding Area Schools

1975 Orchard Street • Belding, MI 48809

Phone: 616.794.4700

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Charles R. Barker • Superintendent

POSITION OPENING FOR MIDDLE SCHOOL PRINCIPAL

Duties:

Under the direction of the Superintendent of Schools, the Middle School Principal is responsible for planning, directing, and assisting in evaluation of the instructional program, the community school activities, extra-curricular activities, and building operation of the school to which assigned. The principal performs the following functions:

- Formulates and implements plans to provide instructional leadership for staff members in developing and further improving the instructional program and each member's professional competency; determines the schedule of classes and the assignment and load of teachers within the limits of approved policies and procedures.
- Formulates, plans, and implements approved plans for the enforcement of disciplinary policies and procedures.
- Evaluates all personnel for whom he/she is administratively responsible and submits evaluations according to established procedures.
- Interprets the Middle School program to interested parents, school-related groups, and others in the community concerned with the school program.
- Directs the preparation of necessary records, reports, requisitions, supply orders, and clerical work related to the school operation.
- Directs the implementation of Board of Education approved policies and administrative procedures for the operation of the Middle School.

- Directs and coordinates the duties ordinarily delegated to the Assistant Principal, such as:
 - Counseling and guidance activities
 - Enforcement of discipline
 - Attendance policies and procedures
 - Use of facilities for school activities
 - Co-curricular activities
- Develops, plans, and implements approved plans for the enforcement of attendance policies and procedures.
- Attends professional conferences, educational meetings, etc. to stay abreast of current educational programs and trends.
- Administers the school safety programs such as fire drills, disaster drills, and emergencies.
- Supervises and evaluates procedures related to maintaining and operating an accurate system of financial management of school funds.
- Performs other related duties as directed by the Superintendent.

Qualifications:

- Master's degree including training in secondary school administration, supervision, curriculum, and guidance
- Permanent Michigan Teacher's Certificate or equivalent
- Five years teaching experience
- Meet criteria established by Michigan Department of Education for Voluntary Administrative Certification
- Pursuant with State of Michigan Student Safety Legislation all prospective hires must provide fingerprinting and background check results to the District prior to employment.

Number of Weeks: 46 weeks

Submit letter of interest, resume and credentials to Charles R. Barker, Superintendent, 1975 Orchard Street, Belding, MI 48809

Salary: Negotiable based on education and experience

Posted: June 29, 2009

Deadline: July 14, 2009