



ADDISON COMMUNITY SCHOOLS

219 Comstock • Addison, MI 49220

REVISED JOB POSTING

Position:	Principal
Location:	Elementary School
Posting Date:	May 3, 2019
Anticipated Start Date:	Start of 2019-20 School Year
Salary	\$60,000 - \$65,000
Qualifications/ Job Description/ Performance Expectations:	<p>Required:</p> <ul style="list-style-type: none"> • Must have a current Michigan administrative certification • Master's Degree in Educational Leadership or related area. • At least five (5) years of teaching experience. • Demonstrates a good work ethic and has high standards for work performance • Has excellent interpersonal skills and has a proven ability to lead and work in teams • Has ability to maintain strict confidentiality and understands the effect it has on others • Ability to establish positive and respectful relationships with student population • Is professional, exercises tact, and responds well under pressure • Has excellent oral and written communication skills • Ability to prepare the building budget • Has strong organizational skills with the ability to plan, implement, monitor, and evaluate multiple programs/services • Has ability to problem solve, make decisions, and take responsibility for own decisions • Has proven success in working with parents and students • Knowledge of staffing and student scheduling process • Has knowledge of school improvement processes, best practices in instruction and assessment, and effective professional development programming • Is willing to take additional training or classes to improve skills in position • Is willing to become involved in Addison Community • Proven record of effective collaborative leadership skills, high standards of personal ethics and integrity, and a passion for excellence <p>Preferred:</p> <ul style="list-style-type: none"> • Has experience with planning, implementing, and evaluating a developmentally appropriate kindergarten through sixth grade program • Has experience using technology for teaching, learning, and managing work • Experience with directing Federal and State programs such as Title I, At Risk, etc. • Has experience in using data to guide instructional purposes
Method of Application:	Interested and qualified applicants should submit a letter of interest outlining qualifications, a copy of certification, transcripts, resume and three current letters of recommendation by mail to the address below or email to guerras@addison.k12.mi.us
Contact:	Steve Guerra Addison Community Schools 219 Comstock Street Addison, MI 49220
Deadline	June 1, or Until filled – Applications will be reviewed upon arrival and should therefore, be submitted as soon as possible.

Notice of Nondiscrimination

The Addison Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Addison Community Schools, 219 N. Comstock Street, Addison, Michigan 49220 (517)547-6900.