

REVISED
Kalamazoo Public Schools Is Seeking
Applicants for
Dual Language Principal

SCOPE OF RESPONSIBILITIES

Organizes instructional programs consistent with District strategic plan. Organizes and provides leadership for extraordinary educational activities for students. Works effectively with K-12 colleagues. Provides direction in order to ensure academic achievement and social growth for all students. Manages programs, leads staff and facilities to develop an optimum learning climate for the local school. Provides leadership in the evaluation of the strengths and programmatic needs of the school in relation to local and district goals. Prepares and achieves high standards for quality and excellence. Effectively communicates the school's program to parents and the local community.

PERFORMANCE RESPONSIBILITIES

1. Provides leadership for the planning and management of the total instructional program of the school. Supervises and evaluates all personnel assigned to the school.
2. Administers, manages and supervises the operation of the school in compliance with the Board of Education policy and the directions of the Superintendent. Oversees site-based decision making.
3. Maintains student conduct and enforces discipline in compliance with district procedures and according to due process rights of students.
4. Supervises the maintenance of accurate records on the progress and attendance of students through report cards and conferences.
5. Supervises the performance of all staff members.
6. Assists in the recruiting, screening and recommending of qualified candidates for positions on the elementary school staff and in the orientation of new personnel.
7. Plans and administers staff development activities.
8. Observes and evaluates the performance of staff members.
9. Selects and administers a model for school governance utilizing staff members, parents and citizens.
10. Provides for annual and long-range plans for educational programs.
11. Selects and administers a plan for utilization of volunteers.
12. Assumes responsibility for the safety, administration and maintenance of the school plant.
13. Prepares and submits requests for purchases, repairs and monitors expenditures and funds.
14. Performs other tasks as assigned by the Assistant Superintendent for Instruction (Elementary).

MINIMUM QUALIFICATION

1. Possess a Master's degree
2. Possess successful work history.
3. Meet or be willing to meet the State school administrator continuing education requirement.
4. Three years successful teaching experience or comparable successful experience working with students.
5. Possess basic computer skills for communication and report writing.

DESIRABLE QUALIFICATIONS

1. Fluency in Spanish and English, and ability to read and write in the two languages.
2. Knowledge and experience working with the Family Independence Agency and other human service agencies.
3. Successful experience in a multicultural urban school district.
4. Demonstrated ability to work with various groups including those with diverse backgrounds.
5. Knowledge of performance assessment, curriculum development and learning styles.
6. Experienced in management of student discipline and attendance with the ability to establish programs and procedures to improve student behavior.
7. Demonstrate leadership qualities and the ability to relate to students, staff and parents.

Interested applicants should apply on line and attach their application to this posting. Position will be posted until filled.

Attention: Mary Weber, Assistant Superintendent of Human Resources
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