

Dr. Charles Muncatchy, Superintendent  
Mount Clemens Community School District  
167 Cass Avenue  
Mount Clemens, Michigan 48043

Applications are now being accepted for the following position for the 2008-2009 school year.

### **HIGH SCHOOL PRINCIPAL (ONE POSITION)**

**SUMMARY:** The Mount Clemens Community School District is a small public school district which has a rich heritage of cultural and ethnic diversity. The District operates six schools, including one High School which serves approximately six hundred and fifty students. The previous High School Principal served continuously for approximately fourteen years.

The Principal is responsible for the following general duties: supervision of all staff assigned to the school; planning, development and execution of the instructional program and the school improvement plan; professional development and instructional leadership of staff; promoting and protecting the safety and welfare of students and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administer the planning, development and implementation of academic programs to promote and facilitate an effective learning environment.
2. Assess quality of instruction to improve school improvement, student achievement, teacher professional development, and excellence of the academic program.
3. Provide instructional and operational leadership, supervision, and administrative support in school improvement processes and increased student achievement. Directs the school improvement process for the school and ensures compliance with the School Improvement Framework and other school improvement initiatives.
4. Provide leadership, supervision, and administrative support to teachers, other staff and students in all educational and administrative matters affecting the School.
5. Interact with students in a manner conducive to creation of a warm, nurturing, familiar and friendly learning environment, and to encourage each individual to perform at their highest level.
6. Perform daily supervision and management of the building, the student body and all certified and non-certified building personnel, including clerical and other administrative staff assigned to assist.
7. Complete in a timely and competent manner, teacher and other employee, performance appraisals and evaluations to enhance professional development, quality of delivery of instruction, and effective learning; develop and monitor individual development and improvement plans as necessary; recommend discipline, non-renewal and termination of staff as appropriate.
8. Establish building procedures to ensure that materials are readily available to staff, and that building is operated in a professional and businesslike manner.
9. Establish and fairly administer rules regarding discipline, attendance, school health and safety, to preserve and maintain a safe, orderly and comfortable learning environment conducive to the general welfare and operation of the School in compliance with school policy and applicable legal requirements.
10. Assist in the employment, supervision and scheduling of highly qualified, highly competent and certified teaching staff, as well as secretarial, custodial and other support personnel.
11. Develop and implement an effective means of communication with staff, students and the community in a timely and efficient manner.
12. Provide leadership, supervision, and administrative support to promote cooperative and collaborative efforts in a team teaching environment.
13. Monitor and supervise effective lesson planning and implementation.
14. Plan, schedule and lead effective staff meetings to insure that operations are conducted in an efficient, productive and business like manner.
15. Provide leadership, supervision, and administrative support to the teaching staff to resolve operational issues.
16. Assist in the preparation of the school budget, and maintain the school budget in cooperation with central office administration.
17. Responsible for internal school finances including inventory, requisition of instructional and non-instructional materials.

18. Maintain effective public relations and communication with staff members, parents, parent groups, school volunteers and outside agencies.
19. Implement at the building level, all policy and procedure changes required by governmental regulation.
20. Supervises the scheduling of students, development of the course description book, and creation of the master schedule school.
21. Attend and participate in IEPC meetings.
22. Assist the Director of Instructional Services with implementation of instructional programs and program administration.
23. In collaboration with the counseling staff design and implement an Educational Development plan process for the district that meets the requirements of Career Focused Initiatives.
24. Demonstrated competence and knowledge of No Child Left Behind Act, Education Yes!, IDEA and other applicable state and federal laws.
25. Performs other duties as assigned by the Superintendent, the Director of Educational Services, or as may be necessary to promote effective and efficient operation of the School.

#### JOB QUALIFICATIONS:

1. Master's degree in educational administration or related field, preferred.
2. Valid Teaching Certificate with a secondary Endorsement or special course work related to secondary school, preferred.
3. Certified, or eligible for certification by the Michigan Department of Education, in public school administration.
4. Three (3) years secondary teaching experience, and/or equivalent administrative experience, preferred.
5. Minimum of five (5) years experience as administrator in an urban, multi-cultural, multi-racial Title I school district preferred.
6. Successful experience managing educational teams.
7. Meet North Central Association standards.
8. Minimum of three (3) years successful experience with a data driven, research based approach to curriculum and instruction.
9. Proven record of effective, collaborative leadership skills.
10. Passionate leader committed to school improvement process and increasing student achievement.
11. Ability to apply knowledge of current research and theory in specific field.
12. Ability to establish and maintain effective working relationships with students, staff and the community.
13. Ability to communicate clearly and concisely both in oral and written form.

WORK YEAR: 205 school day work year.

SALARY RANGE: per collective bargaining agreement.

Persons interested in applying for this position **must complete an online application available on the School District's website, <http://employment.mtcps.org/>**, by 5:00 o'clock, p.m., Monday, July 7, 2008, with a resume, copy of transcript, copy of certificate, three letters of reference, and credential file to the undersigned. The District is not accepting "paper" applications or applications in any other format for this posting. Questions not answered by the posting may be addressed to:

Phillip Easter, Assistant Superintendent of Human Resources and Pupil Personnel Services  
Mount Clemens Community School District  
167 Cass Avenue  
Mount Clemens, MI 48043  
Phone: 586.461.3774, FAX: 586/469-5569 Email: [easterp@mtcps.org](mailto:easterp@mtcps.org)  
\*Letters filed without requested materials will not be considered.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

IT IS THE POLICY OF THE MOUNT CLEMENS COMMUNITY SCHOOL DISTRICT THAT NO PERSON SHALL ON THE BASIS OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, AGE OR DISABILITY BE EXCLUDED FROM PARTICIPATION AND BE DENIED THE BENEFITS, OR BE SUBJECTED TO DISCRIMINATION UNDER PROGRAM OR ACTIVITY AND IN EMPLOYMENT, FURTHER, THE MOUNT CLEMENS BOARD OF EDUCATION STRICTLY ADHERES TO PROVISIONS OF TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964, TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND ALL MICHIGAN DEPARTMENT OF EDUCATION POLICIES AND REGULATIONS PROHIBITING DISCRIMINATION. LACK OF ENGLISH SKILLS WILL NOT BE A BARRIER TO ADMISSION OF PARTICIPANTS