

Kalamazoo Public Schools

Every child, every opportunity, every time!

Kalamazoo Public Schools Is Seeking Assistant Elementary Principal (*This position posting is pending enrollment) 10 Month, Full-Time

SCOPE OF RESPONSIBILITIES

Elementary assistant principal provides leadership support to the principal with the management of the school building.

PERFORMANCE RESPONSIBILITIES

1. Assists with the planning, implementation and evaluation of educational programs.
2. Supervises and evaluates the work of professional and classified employees as assigned.
3. Administers district policies concerning discipline and attendance.
4. Assures the safety and welfare of students.
5. Assists with planning and implementation of programs for parent groups, staff, and community agencies, and promotes positive public and school-community relations.
6. Supervises support programs such as food services, bus loading, lunch supervision and transportation as assigned.
7. Assists with the management and care of the school plant equipment and materials.
8. Supervises extra-curricular activities.
9. Assists with accreditation activities.
10. Assists with the planning and supervision of a balanced student activities program.
11. Administers building and district programs for vocational and career-education preparation and placement with (1) comply with Title IX and XII, (2) provide non-traditional opportunities for females, (3) provide quality experiences for impaired students.
12. Able to serve as lead building administrator in the absence of the principal if needed.
13. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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. Knowledge and experience working with the Family Independence Agency and other human service agencies.
2. Successful experience in a multicultural urban school district.
3. Demonstrated ability to work with various groups including those with diverse backgrounds.
4. Knowledge of performance assessment, curriculum development and learning styles.
5. Experienced in management of student discipline and attendance with the ability to establish programs and procedures to improve student behavior.
6. 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
Kalamazoo Public Schools
Department of Human Resources
1220 Howard Street
Kalamazoo, Michigan 49008
(269) 337-0177 FAX (269) 337-0185

Visit our web site at: <http://www.kalamazoopublicschools.com>

Kalamazoo Public Schools is an Equal Opportunity/Affirmative Action Employee.