

**BULLETIN – PLEASE POST**

**INTERNAL/EXTERNAL**

TO: All Professional Staff  
FROM: Betty Savage, Assistant Superintendent of Human Resources  
DATE: August 12, 2008  
RE: **Assistant Principal – Muskegon High School**

**Muskegon Public Schools** has an opening for an Assistant Principal at Muskegon High School. This Assistant Principal's area of focus is to be determined by the school.

**Job Functions:**

The primary responsibility is leadership for academic excellence in an urban 9-12 high school where effective teaching, learning and high expectations for student achievement are an ongoing commitment. Responsibilities include the supervision of instruction, the implementation of curriculum and instructional programs, shared leadership for school improvement, and maintaining an environment conducive to learning through student engagement across the school. Responsibilities are performed in collaboration within a highly competent and committed administrative team.

**Duties & Responsibilities:**

1. Lead efforts to improve academic achievement, reduce course failures, and reduce dropouts.
2. Supervise and support effective instruction; collaborate with others to ensure curriculum implementation.
3. Lead and support the school's current and future academic reforms.
4. Be a visible leader within the school's North Central Accreditation and school improvement process.
5. Lead, facilitate, and support a program of ongoing, meaningful professional development for staff.
6. Participate in the recruitment and selection of instructional staff.
7. Communicate at all levels with fellow administrators, staff, students, and district offices.
8. Lead efforts to maintain a school environment conducive to student engagement and learning excellence.
9. Collaborate with the school's administrative team, in the effective management of the school's comprehensive programming.
10. Use data to improve or develop needed programming. Participate in managing the school's student assessment program.

**Qualifications**

1. Teaching Certificate and Master's Degree in Educational Leadership or related area.
2. Proven leadership in curriculum and school environment.

All candidates should submit a formal application, which will include:

1. A cover letter stating your interest.
2. A current resume listing experience, qualifications plus other relevant information.
3. A one-page essay describing your goals as an assistant principal.

To the attention of:

Betty Savage, Assistant Superintendent of Human Resources  
Muskegon Public Schools  
349 W. Webster Ave.  
Muskegon, MI 49440

**DEADLINE DATE FOR RECEIVING APPLICATIONS: On or before 4:00 p.m. on Wednesday, August 20, 2008**