



# **PINE RIVER AREA SCHOOLS**

## **HOME OF THE BUCKS**

### **Notice of Available Position(s)**

## **High School Principal**

The Pine River Area School District (PRAS) is located in a rural setting just south of Cadillac. The district is known for our incredible commitment to serving our students. Our staff and students are known to be friendly, compassionate and dedicated to our motto of *Instilling PRide, one student at a time*. We seek a principal who is dedicated to supporting our students and staff through intelligent, strong, kind and compassionate leadership.

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### **POSITION DETAILS:**

Under the direction of the Superintendent, the High School Principal is responsible for providing educational leadership and management, as well as oversight of instructional personnel, in implementing educational programming, curriculum, instruction, assessment, discipline, safety, and district policies and procedures within the building.

#### **Qualifications:**

1. Master's degree or higher in Teaching, Educational Leadership, Administration or comparable program.
2. Possession of a valid Michigan School Administrator Certificate or eligibility to obtain certification within three years as a condition of employment.
3. Prior administrative experience in a secondary school setting is preferred.
4. Possession of a valid Michigan teaching certificate preferred. Five years of successful teaching experience required. Experience teaching secondary students is preferred.
5. Proven understanding of Special Education processes.
6. Understanding and ability to manage a school budget.
7. Passionate about leading educators in a student-centered learning community.
8. Communication skills to develop productive educational experiences for students, teachers, and parents.
9. Social and emotional intelligence to navigate complex interpersonal relationships.
10. Strong, empathetic and sociable.
11. Service-oriented and collaborative with the ability to build capacity in others.
12. Committed to inclusive, diverse, and culturally responsive practices and pedagogy.
13. Knowledge of PBIS (Positive Behavior Intervention and Supports), MTSS and the process of school-wide implementation.
14. Knowledge of high school curriculum and online education programs.
15. Skill and experience with Google and Power School systems preferred.
16. Must submit to and pass a criminal background check.

## **Essential Duties and Responsibilities:**

1. Ensuring that student-centered teaching and learning is the focus of plans, initiatives, expectations, and directives by placing the learning, social, emotional, and mental health needs of students at the forefront of decision-making.
2. Responsible for overseeing, directing, and supervising all educational operations, educational personnel, and educational activities within the high school.
3. Directs, monitors, and collaborates with the athletic director, counseling/social worker team, PBIS, and MTSS teams.
4. Manages, implements, and oversees student discipline and restorative practices in collaboration with the intervention teams.
5. Directs and supervises instructional staff and administrative support personnel within the building to ensure timely, efficient, and effective systems.
6. Coordinates with the superintendent and district team to oversee, implement or delegate the following:
  - Developing a master schedule, course guide, staff and student handbook, mentor handbook
  - Pupil accounting and registrar responsibilities
  - Observing and evaluating all instructional staff in accordance with state laws and district policies
  - Overseeing, problem-solving, and resolving issues, concerns, and personnel actions
7. In collaboration with the superintendent, monitors and implements high school improvement plans, programs, policies, and initiatives.
8. Collaborates and works closely with other administrators, staff, students and the public in addressing and meeting the educational needs and goals of the high school, its students, and its families.
9. In collaboration with the administrative team, designs, implements, and directs professional learning opportunities for teachers and instructional staff.
10. Recruits, screens, interviews, and recommends personnel to be hired.
11. Evaluates the performance and effectiveness of programs and staff.
12. Monitors goals and progress concerning student performance and assessment/testing results.
13. Oversees and facilitates curriculum reviews, implementation plans, and adoption of materials on a schedule.
14. Facilitates a wide variety of public relation activities within the community as they pertain to student achievement and growth, programming, and parent information.
15. Coordinates with the counseling and intervention teams to deliver extension activities, including but not limited to:
  - Parent informational meetings
  - Foreign exchange program
  - Student and family activities
  - Parent teacher conferences, open houses, and special events
  - Before, after school, and summer school programming
16. Confers with and/or mediates disputes between students, teachers, staff, parents and/or the public.
17. Addresses issues, concerns and disputes over discipline, activities, programming and/or curriculum.
8. Manages the Principal's budget.
19. Ability to build a professional environment of mutual respect, teamwork and accountability.
20. Supervises the daily use of the high school facilities for both academic and nonacademic purposes.
21. Attends Board of Education meetings.
22. In collaboration with the superintendent and business manager, administers and monitors all high school

programs, state and federal grants, and curriculum in accordance with various local, state, and federal rules, standards, and guidelines.

23. Serves as a liaison between building-level personnel and the superintendent.
24. Ability to integrate technology into the everyday workflow for research, data management, reporting, communication and instruction.
25. Exhibits a high level of professionalism with the ability to calmly handle crises and confidential information using good judgment and a positive, flexible attitude.
26. Assists in special education services and programs for the high school.
27. Manages the Hall of Fame Awards, participates in the Buck Pride group, manages the Senior Awards ceremony, manages the graduation commencement program, etc.
28. Works with the Operations / Transportation Director as needed.
29. Trained in and administers grief management, crisis management, behavior threat assessment management.
30. Works with district administration to provide a safe and secure school environment.
31. Maintains records necessary for completing District and State reports.
32. Knowledge of pertinent Federal, State and local laws, policies, rules and regulations that relate to school administration.
33. Completes other duties as assigned by the Superintendent or designee.

**Schedule:** 220 Work Days, 12 Sick Days, 3 Personal Days, Paid Holidays, Funeral Leave

**Salary & Benefits Package:** Commensurate with Experience

To apply, send your cover letter, resume, copy of teacher and/or administrator certificate, copy of college transcripts, three letters of recommendation and any other credentials to:

Superintendent Michelle Gill  
Pine River Area Schools  
17445 Pine River School Road  
LeRoy, MI 49655

Or email Administrative Assistant: [linda.fullerton@pineriver.org](mailto:linda.fullerton@pineriver.org)

The Pine River Area School District (PRAS) is committed to a policy of equal employment opportunities and does not discriminate in the terms, conditions or privileges of employment on the basis of race, age, color, gender, religion, national origin or ancestry, marital status, physical or mental disability, religion and/or other legally protected characteristics under Federal, State and local law.