



**REED CITY  
SCHOOLS**

**Administrative Office**  
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## **JOB POSTING – Internal/External**

**Position Title:** **High School Principal**  
**Terms:** 2024-2025 School year  
**Salary:** \$90,000 - \$95,000  
**Reports to:** Superintendent of Schools  
**Closing Date:** March 1, 2024, by noon or until filled

Reed City Area Public Schools is looking for a high school principal who is committed to collaborating with a positive, dedicated, and high-performing team.

### **Qualifications:**

- Meets Michigan Administrator Requirements (380.1246).
- Possess a valid Michigan Teaching Certificate.
- High level of skills in leadership and communication.
- Knowledge of high school (9-12) curriculum, assessment, and instructional practices.
- Strong interpersonal skills.
- A proven ability to lead and work in teams.
- Successful administrative experience is preferred.

### **Responsibilities:**

- Lead the development and implementation of the strategic vision for academic excellence.
- Build relationships and communication skills to support a team approach to education.
- Collect data and successfully use it to drive academic improvement.
- Able to offer consistency when interacting with students and stakeholders.
- Work collaboratively to implement best practices that improve student learning and achievement.
- Create a collective sense of responsibility for school improvement through joint planning and efforts to involve stakeholders in key aspects of the school's work.
- Observe and evaluate staff performance.
- Promote the professional growth of each staff member.
- Assist with and supervise student behavior and school activities.
- Work collaboratively with building and district administrators.
- Able to withstand the physical and mental rigors of being a principal.
- Regular and reliable attendance and physical presence are required.
- Assume other duties as assigned.

**Applicants:** Qualified candidates should submit a resume, letter of interest, college transcripts, a copy of Michigan teaching certificate, and three (3) professional letters of reference to:

[applicant@reedcityschools.org](mailto:applicant@reedcityschools.org)

*The Reed City Area Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate*