



JOB POSTING – Internal/External

Position Title: **Middle School Assistant Principal**
Terms: 2024-2025 School year
Salary: Commensurate with experience
Reports to: Building Principal
Timeline: Closing Date: May 3, 2024 Noon
Interviews will be held the week of May 6 - 10, 2024

Reed City Area Public Schools is looking for a Middle School Assistant Principal that is interested in collaborating with a positive, dedicated, and high-performing team.

Qualifications:

- Valid Michigan Administrator certificate or ability to obtain within three years.
- Possess a valid Michigan Teaching Certificate.
- High level of skills in leadership and communication.
- Knowledge of middle school (5-8) curriculum and instructional practices.
- Strong interpersonal skills.
- A proven ability to lead and work in teams.
- Successful administrative experience at the middle school level is preferred.

Responsibilities:

- Working with youth, families, and staff.
- Building relationships and communication skills to support a team approach to education.
- Collection of data and successful use to drive improvement.
- Ability to offer consistency when interacting with students and stakeholders.
- To 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.
- Observation and evaluation of 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.
- Ability to withstand the physical and mental rigors of being an assistant 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

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