



# Bloomington Public Schools

Bloomington School District

Position	Elementary Principal	Job Location	Pullman Elementary
Date Posted	12/6/2023	Reports To	Superintendent
Closing Date	12/17/2023	Job Type	Full-Time
Salary/Benefits	\$60,000-\$85,000 Determined by Contract	Start Date	January 8, 2023
How to Apply	Submit a letter of interest, resume, references, and administrative certificate to <a href="mailto:ddobbins@bdalecards.org">ddobbins@bdalecards.org</a>		

## GENERAL JOB FUNCTION/GOAL:

The Pullman Elementary Principal serves as the chief administrator of the school in developing and implementing policies, programs, curriculum activities, school safety initiatives, and building budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

## QUALIFICATIONS:

1. Valid Michigan Teaching Certificate
2. Valid Michigan School Administrator Certificate.
3. Master, Specialist, or Doctoral degree in Educational Leadership is preferred.
4. Minimum five years successful teaching experience
5. Positive communications and public relations skills.
6. No physical or mental restrictions that would, with reasonable accommodation, prevent the performance of the essential job functions and responsibilities.
7. Ability to effectively solve problems
8. Effectively manage building staff
9. Reliable and dependable work history.
10. Maintain strict confidentiality with regard to sensitive student academic and personal information.

## PERFORMANCE RESPONSIBILITIES:

### Planning and Curriculum

1. Conceptualize the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
2. Ensure that the school program is compatible with the legal, financial and organizational structure of the school system.
3. Define the responsibilities and accountability of staff members.
4. Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
5. Ensure that instructional objectives for each subject and/or classroom are developed, and involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
6. Evaluate student progress in the instructional program by means that include the maintaining of up-to-date

student data.

7. Oversee annual building budget, approve expenditures, and coordinate purchasing for the school.
8. Oversee completion of master schedule of classes with school counselor.
9. Assure that the school's class requirements align with state law and make recommendations for changes as needed and/or deemed appropriate.
10. Collect, analyze, and utilize appropriate data to support decision-making related to job duties.
11. Serve with parent, faculty and student groups, as needed, in advancing educational and related activities and objectives.
12. Serve as the administrative liaison for senior projects.
13. Manage and approve field trip, fundraiser, and transportation requests.
14. Oversee student count process for the school.

#### Supervision

15. Supervise and appraise the performance of the school staff.
16. Observe and evaluate assigned staff using the 5D+ rubric.
17. Plan for and administer corrective action and discipline of staff when needed.
18. Approve bi-weekly time cards for hourly staff.
19. Approve staff leave requests.
20. Coordinate bus duty for after school supervision of school bus loading.

#### Communication

21. Maintain inter-school system communications and seek assistance from central office staff to improve performance.
22. Maintain open communication with the student body and seek their input for the purpose of allowing students to have a voice in school programming, policy, operations.
23. Communicate with staff and seek their input through multiple means, including regular meetings with the Principal-Teacher Advisory Committee.
24. Update the Faculty Handbook as needed and review contents with staff annually.
25. Update and distribute the student handbooks
26. Communicate essential information to students' parents.
27. Coordinate parent communications and system for making appointments at the beginning of each school year.
28. Keep the Superintendent well informed as to the operational climate of the school community as well as other developments that might affect the school.

#### General Implementation

29. Manage, direct, and maintain records of the materials, supplies and equipment which are necessary to carry out the daily school routine.
30. Coordinate and update daily time schedules.
31. Coordinate the school assemblies and/or other related activities.
32. Coordinate the "Student of the Month" program.
33. Annually coordinate and distribute the school's master calendar.
34. Direct the process for posting vacancies, interviewing candidates, and recommending candidates to be hired to the Board.
35. Oversee the daily management and operation of the school
36. Is highly visible around the building and grounds before and after school, during lunch periods, and while students are changing classes
37. Supervision of students throughout the day
38. Keep abreast of civil and criminal statutes as they relate to areas of responsibility.
39. Perform such record-keeping functions as the Superintendent might direct.
40. Maintain good relationships with students, staff, and parents.
41. Comply with established lines of authority, policy, and other procedures.
42. Actions and statements reflect confidence in the school district
43. Actions and behaviors align with the district's strategic plan

44. Always do what is best for students
45. District Testing Coordinator
46. Director of the Elementary MTSS team.
47. Oversee MICIP
48. Assume other duties as directed by the Superintendent.

#### Professional Development

49. Participate fully as the school's representative on the county and league principals committees.
50. Facilitate school improvement planning and reporting.
51. Schedule and facilitate staff meetings.
52. Participate as a member of the crisis management team.
53. Assist with staff professional development.
54. Coordinate and facilitate new teacher orientation.

#### Evaluation

55. Facilitate evaluation process with general education teachers, including the development of Individual Development Plans and Professional Growth Plans.
56. Supervise the school counselor, and other staff members as assigned by the *Principal*, including the development of IDPs and Professional Growth Plans.

#### TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board through a yearly contract.

#### NOTABLE PHYSICAL REQUIREMENTS:

Employees in this position may be required to inspect district buildings and grounds. Because of the need for frequent night work in the capacity of supervision of activities, good physical stamina is important.

#### TYPICAL WORK ENVIRONMENT:

Most work is done in a school office environment and throughout the school building.

#### EVALUATION:

The Pullman Elementary Principal is evaluated by the Superintendent.

#### TRAVEL EXPECTATIONS:

Occasional travel may be necessary to district office meetings, county, state, regional or national meetings and staff development programs.

It is the policy of the Bloomingdale Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight, or handicap on its employment practice as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Inquiries related to section 504, Title VI, and Title IX, and any other federal or state Laws prohibiting discrimination should be directed to Dr. Deanna Dobbins, Superintendent of Schools, P. O. Box 217, Bloomingdale, MI 49026. (269) 521-3900.