



Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
(517) 592-6641

March 6, 2024

High School Principal, Grades 7-12

Job Description

The principal is responsible for managing the operations of the school to meet its goals and objectives continuously. Therefore the principal establishes committees for school departments and organizes the student schedules. On a daily basis, principals must perform various tasks, including overseeing staff performance, supervising student behavior, and ensuring that the academic programs are thriving. Principals develop school budgets and administer school-wide activities. Principals implement curriculum and oversee educational programs offering students the foundation for a successful future. They ensure that students abide by the school guidelines and student code of conduct.

Qualifications

- Meets Michigan Administrator Requirements
- Possess a valid Michigan Teaching Certificate
- High Level of skills in leadership and communication
- Knowledge of secondary (7-12) curriculum, assessment, and instructional practices
- Successful administrative experience is preferred

Relationships with Staff

- Cultivate professional and positive relationships with staff and students, fostering an environment of trust, accountability, and collaboration.
- Serve as supervisor of instruction, coordinator, and educational appraiser.
- Keep the superintendent informed of essential accomplishments, needs, and problems in the field of administration, personnel, instruction and school-community relations.

Relationships with Community

- Promote partnerships among staff, parents, businesses and the community.
- Provide curriculum adjustments where possible that meet the needs of students and the community.

Essential Duties and Responsibilities

- Collect data and successfully use it to drive academic improvement.
- Make objective recommendations with adequate supporting data to the superintendent regarding cases of assignments, transfers, promotion, and demotion, renewal of contract, or dismissal.

Requirements

Must be able to motivate staff, have a broad knowledge of various content areas and methodology, and be able to analyze data to identify school strengths and weaknesses, planning accordingly.

The principal should be approachable, student-focused, have strong functional and technical skills, possess interpersonal savvy, be able to communicate professionally, listen well, have organizational agility, persevere and manage time well. Work independently and coordinate the completion of several tasks simultaneously.

Various Duties

- Work individually and with other school system administrators under the superintendent's guidance in studying and working for the school district's overall improvement, welfare, and development.
- Interpret which school programs best serve the staff and students.
- Work cooperatively with the superintendent in formulating an organized program for the in-service education of the school staff members.
- Recommend to the superintendent, for adoption, an estimated budget for the ensuing year, assist in modifying and refining the estimated budget, and administer the budget adopted by the Board of Education.

Specific Duties

- Develop, review and amend the 7-12 curriculum initiatives based on district wide alignment
- Administer extra-curricular activities
- Conduct regular teacher meetings
- Coordinate school improvement endeavors
- Develop and direct the building and activities calendar
- Supervise all personnel in the building
- Handle disciplinary problems
- Direct enrollment, registration and scheduling
- Attend all Board of Education meetings
- Attend special events held to recognize student achievement and attend school sponsored activities
- Participate in meetings, negotiations and such other meetings as are required and appropriate
- Obey and enforce all State and school district policies, rules, regulations and procedures
- Coordinate business and community outreach programs
- Other duties may assigned

Terms of Employment

Forty-four week contract

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment

Deadline: April 5, 2024 @ Noon

Please submit a letter of interest, resume,
three letters of reference, copies of your
Administrative Teaching Certificate and transcripts to:
Monika Cook, Executive Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
517-592-6641
Monika.Cook@myeagles.org