

HARBOR BEACH COMMUNITY SCHOOLS

Dr. Shawn Bishop, Superintendent
402 S. Fifth Street
Harbor Beach, Michigan 48441
sbishop@hbpirates.org

ADMINISTRATIVE POSTING

DATE: September 18, 2019

POSITION: K-8 Principal

COMPENSATION RANGE: Commensurate with prior experience

EXPECTED START DATE: 2018-2019 School Year

QUALIFICATIONS:

- Possess current Michigan teacher certification and have earned a Masters degree (or higher) in Educational Leadership, or related field, from an accredited institution preferred
- Hold or will to pursue a Michigan Administrative Certification
- Prior experience in school and/or district leadership, or other comparable instructional leadership determined by employment experience
- Special Education background preferred, but not required
- Evidence of ability to consistently foster collaboration, competency, and continuous improvement
- Excellent written and oral communication skills
- Demonstrated skill in creating a positive, open and enthusiastic school environment
- Ability to work cooperatively with students, staff, parents and community
- Knowledge of a range of appropriate research-based interventions
- Experience with a variety of assessments (i.e. DIBELS, M-Step, NWEA, local benchmark or common assessments, etc.)
- Demonstrated expertise in the development and administration of various types of effective assessment
- Demonstrated expertise in the organization, reporting, analysis and interpretation of school data
- Ability to guide staff in professional growth and effectively evaluate their performance
- Evidence of commitment to innovation and high expectations for student growth and achievement
- Proven ability to plan for and lead/facilitate professional development
- Proven record of putting the interests of children and learning first
- Strong technology skills and ability to integrate technology to enhance instruction and use of data
- Proven leadership in initiating and implementing change in the area of instruction
- Evidence of commitment to using multiple forms of data to monitor and assess student, staff, program and school effectiveness, recommending appropriate actions that lead to continuous improvement
- Knowledge of Professional Learning Communities

RESPONSIBILITIES (include, but are not limited to):

- Effectively carryout pertinent administrative functions delegated by the Superintendent
- Build strong relationships with students, staff, parents and community relative to the functions of the position
- Promote and maintain high standards of student conduct consistent with the Student Code of Conduct and related policies and procedures
- Conduct student investigations in accordance with applicable policies and law
- Create, organize and communicate data resources that support administrators, teachers, students and parents
 - Collaborate and coordinate with school administrators and counselors in preparing for and executing compliant administration of a variety of state and local assessments
- Work with building leaders to further develop the MTSS process for providing appropriate interventions for students as needed
- Conduct proper teacher observations and evaluations
- Active participation and leadership in developing and facilitating professional development on topics related to assessment, data, growth measures, School Improvement, and MTSS

- Ability to assist in facilitating school improvement and initiatives where needed to create a high-quality teaching/learning climate and culture
- Participate as an active member of relevant building and district committees or teams
- Promote strong parental and staff involvement through ongoing communication and engagement of stakeholders in matters pertaining to using assessment data to inform decision making
- Assist in the supervision of students
- Serve on district committees as assigned
- Assist in organizing, planning and facilitation of Registration, Open house, Parent Informational Meetings, and Parent-Teacher Conferences.
- Periodic supervision of after-school and evening events as needed
- Plan, organize and facilitate proper testing administration
- Other duties as assigned
- Oversee implementation of Title Programs

METHOD OF APPLICATION:

Interested applicants may apply by email and include a letter of intent, resume, and letters of recommendations to:

Harbor Beach Community Schools
 Dr. Shawn Bishop
 Superintendent
 402 S. Fifth Street
 Harbor Beach Michigan 48441
 sbishop@hbpirates.org

APPLICATION DEADLINE: October 5, 2018

HARBOR BEACH COMMUNITY SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Harbor Beach Community Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer

