

*BEDFORD PUBLIC SCHOOLS
TEMPERANCE, MICHIGAN*

NOTICE OF VACANCY

**Elementary Assistant Principal
(2017-2018 School Year)**

1.0 F.T.E.

Douglas Road Elementary

MINIMUM QUALIFICATIONS:

1. Must have a minimum of four (4) years successful teaching experience (under a valid teaching certificate) of which 3 years must be at the elementary school level.
2. Must possess a Master's degree in a related area.
3. Must have earned 6 semester credit hours or 18 SB-CEUs within the past five (5) years if previously employed as an administrator by a school district in Michigan or fully satisfy the continuing educational requirements within 3 years from initial hire. *(MCL 380.1246; R 380.1201)*
4. Commitment to participate in management training programs and other specified in-service training activities as designated by the Superintendent, or his or her designee.
5. Commitment to devote time as needed for quality communication and effective relationships with parents and other community members.
5. Such alternatives to the above qualifications as the Bedford Public Schools may find appropriate and acceptable.

PREFERRED QUALIFICATIONS:

1. Graduate work beyond the master's degree is desirable.
2. Understanding of Highly Qualified Teachers and No Child Left Behind.
3. Thorough understanding of elementary schools' curricula and programs.
4. Commitment toward the continuous improvement of elementary education.
5. Demonstrated leadership ability in past teaching or administrative assignments.
6. Evidence of teaching competence, classroom management skills, technology skills, and the ability to recognize and evaluate effective teaching practices within the classroom setting.
7. Knowledge of educational research regarding effective teaching.
8. Proven ability to communicate effectively with school personnel, students, parents, and other citizens.

REPORTS TO: Elementary Principal

PERFORMANCE STANDARDS:

- A. General Standards
1. Administers and implements the student attendance and discipline programs.
 2. Assists the Principal in the supervision and evaluation of instruction and non-instructional staff.
 3. Assists the Principal in the supervision of all school programs.
 4. Coordinate and maintain community volunteer program(s) including seniors.
 5. Perform duties prescribed by the Bedford Public Schools, state and federal laws.
 6. Comply with all policies, procedures, rules and regulations of the school district.
 7. Serve on appropriate administrative committees as designated or assigned.
 8. Perform other duties as may be assigned by the Principal.
- B. Instruction
1. Monitors daily instructional staffing needs.
 2. Assist in directing special service personnel to plan and arrange for special services for students.
 3. Assist in assigning all students in such a way as to encourage their optimum growth.
 4. Assist in promoting a program of personalized, child-centered instruction which will provide opportunities for all students to progress in line with their potential.
 5. Utilize community resources to enrich the instructional program.
- C. Budget
As assigned by the Principal.
- D. Physical Plant
1. Assist the Principal in his or her role to maintain a clean and safe physical plant and grounds; create an environment that promotes student learning.
 2. Inventory, allocate, assign and provide for the maintenance of student lockers.
- E. School Improvement/Staff Development
1. Assist the Principal in providing leadership for in-service meetings and programs sponsored by our district.
 2. Initiate and provide opportunities for the sharing of ideas and teaching practices among staff.
 3. Serve on committees as needed.
 4. Set aside time to participate in the school improvement activities of the Bedford Public Schools.
- F. School - Community Relations
1. Be available to listen to parents and students who wish to discuss concerns or suggest ideas.
 2. Keep parents informed regarding school programs and activities.
 3. Provide for and encourage ongoing communication between parents and staff.
 4. Represent the school at appropriate community functions.
 5. Respond appropriately to all parent concerns.
- G. Resource Management (Human and Physical)
1. Assist in organizing and conducting staff meetings (as related to specific responsibilities).
 2. Assist in coordinating and directing all student activities and programs.

3. Institute corrective and disciplinary procedures to maintain safety and behavior standards in the building according to the Student Code of Conduct.
4. Maintain student attendance and investigate attendance problems consistent with the Bedford Public Schools attendance policy.
5. Work with the transportation department in an attempt to provide safe and efficient transportation services for students.
6. Articulate the administration's goals and philosophy.
7. Issue periodic memos to staff.

H. Planning

1. Assist the Principal in working with staff to develop a child-centered school philosophy.
2. Assist in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school.

I. Monitoring and Evaluation

1. Assist in supervising and evaluating the performance of all assigned personnel consistent with existing labor agreements and state guidelines; recommend appropriate action in cases of ineffective performance; and identify and encourage individual personnel with leadership potential.
2. Supervise the keeping of student records and family information.
3. Make ongoing assessment of current instructional programs.
4. Assist in evaluating the student progress reporting system with the staff and make improvements.
5. Assist in providing for and supervising standardized testing programs according to school district policy.

J. Employee Motivation

1. Be available and listen to staff in order to discuss concerns, share experiences or suggest ideas.
2. Assist the Principal in carrying out an effective program of human relations in order to develop high morale among members of the school certified staff.

K. Supervision

1. Manage school operations in the absence of the Principal
2. Pursuant Principal directives to provide leadership and direction to all school staff.
3. Assist the Principal in providing and coordinating proper supervision of students before, during and after the school day.
4. Provide methods for analyzing and solving parent, student and staff problems.
5. Organize and assist in the supervision of office procedures.

L. Professional Development

1. Take an active interest in local, state and national professional organizations to promote professional improvement and render greater service.
2. Participate in recognized seminars, meetings and courses to keep abreast of current ideas of the educational-management process.
3. Participate in management training programs as well as other specified in-service training activities as designated by the Principal.

PLEASE POST

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RATE OF PAY: \$77,624.00 (192 Contractual Work Days per BAA 2016/17 salary schedule)

Only those candidates which provide the requested information will be considered.

APPLICATION PROCEDURE:

- Provide a letter of interest including a review of relevant experience and resume;
- Please include a current address and telephone number(s) where you can be reached;
- Letters of interest received from applicants after the deadline will not be considered;
- All materials received relative to this posting become property of the Bedford Public Schools;
- Internal applicants are equally responsible for providing all requested information. Bedford Public Schools will not retrieve or copy information from your personnel file. It is the applicant's sole responsibility and if necessary the person should make the needed arrangements in order to review their personnel file and obtain any copies to include with their letter of interest and resume; and
- **External Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of diplomas, educational transcripts, certifications and licensure via Frontline Education at : <http://www.applitrack.com/monroecounty/onlineapp/>
- **Internal Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of college and continuing educational transcripts, certifications and licensure to:

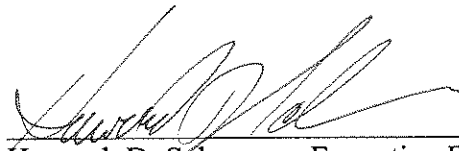
Executive Director of Human Resources & Labor Relations
Elementary Assistant Principal – 2017-18 School Year - DRE
1623 W. Sterns Road
Temperance, MI 48182
(734) 850-6000

NONDISCRIMINATION POLICY

In compliance 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, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bedford Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries should be addressed to:

Bedford Public Schools
Office of Human Resources and Labor Relations
1623 W. Sterns Road
Temperance, MI 48182
(734) 850-6000

All materials must be received by the Office of Human Resources and Labor Relations no later than 4:00 p.m. on Friday, May 19, 2017.



Howard D. Schwager, Executive Director
Human Resources/Labor Relations

5/15/2017