



GRASS LAKE COMMUNITY SCHOOLS

Individual excellence inspired by tradition and innovation

899 S. Union St., Grass Lake, MI 49240

(517) 867-5540

www.grasslakeschools.com

Fax (517) 522-8195

PLEASE POST

HIGH SCHOOL ASSISTANT PRINCIPAL / ATHLETIC DIRECTOR

Date Posted: August 31, 2017

Closing Date: September 15, 2017

Anticipated Start Date: October 16, 2017

Essential Duties and Responsibilities: The administrator may be called upon to do any or all of the following: *(Does not include all tasks employee may be expected to perform.)*

1. Build strong relationships with students, staff, parents and community relative the functions of the position.
2. Implement Instructional program by supervising and evaluating professional staff.
3. Establish and maintain a positive learning climate through adherence and enforcement of district and school policies, rules, and procedures for staff, students and community.
4. Manage designated budgets, facility maintenance needs, and required record-keeping functions of the school.
5. Establish and maintain a positive communications network for staff, students and parents
6. Participate as an active member of relevant building and district committees and teams.
7. Promote strong parental and staff involvement through ongoing communication and engagement of stakeholders in matters pertaining to using assessment data to inform decision making.
8. Collaborate and coordinate with school administrators and counselors in preparing for and executing a variety of state and local assessments.
9. Maintains timely communication and seeks input from building administrators and all members of the coaching staff to maximize student sense of worth and competence.
10. Serve as primary conference representative.
11. Coordinates all aspects of scheduling to include opponents, officials, facilities, transportation and other duties as assigned.
12. Supervise after-school activities and athletic programs, including contests, and assist the building principal in performing pertinent administrative functions.
13. Other duties as assigned by the building principal and Central Administration.

Education and Certifications:

1. Possess current Michigan teacher certification and have earned a Master's Degree (or higher) in Educational Leadership, or related field, from an accredited institution.
2. Hold or be eligible for Secondary Michigan Administrative Certification
3. Prior experience in school and/or district leadership, or other comparable instructional leadership determined by employment experience.

Pre-employment Screening: Applicants who receive a conditional offer of employment for this position will be required to successfully complete a criminal background and fingerprint check.

Salary and Fringe Benefits: Salary is dependent on qualifications and experience. Paid health, dental, vision, life and long-term disability insurances, sick, and personal business days.

Application Process: Please send resume and cover letter to:

Brian Thompson, Principal
Grass Lake High School
11500 Warrior Trail
Grass Lake, MI 49240
Fax: (517) 522-8195
Brian.Thompson@grasslakeschools.com

It is the policy of the Grass Lake Community Schools that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to:

Superintendent's Office, Grass Lake Community Schools
899 South Union Street
Grass Lake, MI 49240
or phone (517) 867-5540