



ATHENS AREA SCHOOLS

JOB POSTING

TITLE: Elementary School Principal
BUILDING: East Leroy Elementary School
HOURS: Hours and condition as per contract
(Number of hours dependent upon enrollment)

Position available for the 2022-2023 school year.

Description: See attached job description.

For detailed job requirements, please contact Athens Area Schools Superintendent, Joe Huepenbecker at 269.729.5427.

Letters of intent should be sent to:

Joe Huepenbecker, Superintendent
4320 K Drive South
East Leroy, MI 49051

Email: huepenbeckerj@athensk12.org

Telephone: 269.729.5427

DEADLINE: June 21, 2022.

Posted: June 6, 2022



Athens Area Schools

4320 K Drive South, East Leroy, MI 49051

(269) 729-5427 — www.athensk12.org

Athens Jr/Sr High School 269.729.5414

June 6, 2022

POSITION:	ELEMENTARY PRINCIPAL
LOCATION:	East Leroy Elementary School
REPORTS TO:	Superintendent
WORK YEAR:	220 Days

GENERAL DESCRIPTION:

Under the general direction of the superintendent this position will provide leadership and direction in the development, implementation, coordination and administration of the district's instructional program, curriculum and staff development at the elementary school level. The principal is responsible for day-to-day building administration, safety and welfare of all students and staff. In addition, the principal establishes a safe, pleasant, and effective educational atmosphere that provides discipline as necessary and implements school policy.

QUALIFICATIONS:

- Master's degree or above with emphasis in Education Administration or related field.
- Administrative experience preferred at the elementary level.
- K-12 classroom teaching experience with elementary emphasis preferred.
- Must meet all State of Michigan administrator continuing education and/or certification requirements.
- Valid Michigan teaching certificate preferred.
- Demonstrated leadership skills in planning, instruction, decision-making, supervision, conflict resolution, evaluation, group facilitation with adult learning, and public relations.
- Strong interpersonal skills in communicating verbally and in writing to a wide variety of audiences.
- Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Ability to write reports, business correspondences, school improvement plans, and produce manuals.
- Possess knowledge regarding current Michigan teacher performance evaluation requirements.
- Demonstrated knowledge and practice in teacher performance evaluation, school improvement, culturally responsive learning environments, and creative elementary instructional models.
- Demonstrated ability in closing persistent achievement gaps.
- Strong background in curriculum development, implementation, and assessment.
- Ability to use technology in evaluating student data and for other educational purposes.



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PERFORMANCE RESPONSIBILITIES:

- Interact with all students in a positive manner to encourage performance at their highest level.
- Manage building staff, conduct staff meetings, and assign teachers to classrooms and students to classes through the scheduling process.
- Provide general supervision/discipline to students and supervise extracurricular activities.
- Evaluate performance and effectiveness of programs and staff.
- Actively engage in the IEP process and facilitate the ongoing implementation of the IEP and behavior support plans.
- Maintain positive relations with parents, parent groups, school volunteers and outside agencies.
- Participate in and support the development of district-wide activities, in-services, and committees as appropriate.
- Implement policy and procedure changes from the Board of Education, the State of Michigan, or at the Federal level while reporting appropriately to staff and the community on Public Act 25.
- Manage the school budget and work with the Director of Finance on budgeting and purchasing.
- Establish priorities to meet the needs of students and teachers through work with the School Improvement Team and collaboration with staff and parents.
- Work with central office personnel to coordinate processes for effective functioning of the school.
- Facilitate the use of quantitative and qualitative instructional data to support the school improvement process and daily actions of teachers to inform instructional decision making.
- Work with community, university, and the greater school community to foster cultural competence.
- Demonstrate educational leadership through professional organizations, district level engagement, and building level transformative leadership.
- Identify and be engaged in his/her own professional growth in shaping the principal's professional practice.
- Provide activities which empower school staff and enhance the quality of the instructional program.
- Ensure that instructional objectives for a given subject and/or classrooms are developed, and involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.
- Guide problem-solving process through data-based decision making.

- Understand and develop systems to ensure data are accurate, collected in the designated timeframe, and accurately entered into data system for timely analysis and use.
- Utilize tools to ensure practices are implemented as intended/designed in order to produce desired outcomes.
- Other duties as assigned.

SALARY and CONTRACT:

The Athens Area Schools Board of Education will provide a competitive compensation package. The actual salary and fringe benefits will be commensurate with the education and experience of the candidate and will be governed by Board Policy and Administrative Guidelines. The work year is 220 days. The Superintendent of Schools will annually evaluate the job performance of the Elementary Principal in accordance with Board policies, the performance responsibilities listed above, and other goals mutually established between both parties.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized and meet timeline requirements.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors



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and occasionally in temperatures above or below 95 to 10 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students.

DEADLINE FOR SUBMISSION OF MATERIALS:

June 21, 2022.

APPLY ONLINE AT:

<https://www.applitrack.com/calhouncounty/onlineapp/default.aspx>

PLEASE SEND COVER LETTER, RESUME, CERTIFICATION CREDENTIALS, AND THREE REFERENCES TO:

Mr. Joe Huepenbecker, Superintendent

4320 K Drive South

East Leroy, MI 49051

Telephone: (269) 729-5427

Or send in a PDF attachment via email to: huepenbeckerj@athensk12.org

The employee shall remain free of any alcohol or unprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Athens Area Schools will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.