



1585 Meisner Road
East China, MI 48054
Phone: 810-676-1033
Fax: 810-676-1034

Applications are being accepted for the following position until Wednesday, August 13, 2025.

St. Clair Middle School

Assistant Principal/Athletic Director

Responsibilities:

The Assistant Principal/Athletic Director is responsible for the following:

- Interact with students in a constructive manner to encourage each individual performs at their highest level
- Plan, implement, and maintain effective procedures and programs relative to student disciplinary functions
- Participate positively as a member of the District's administrative team and contribute to overall District/building goals, decisions and initiatives
- Plan, implement, and maintain effective procedures and programs relative to secondary co-curricular functions
- Assist the Principal in the development and promotion of academic activities
- Facilitate student welfare and high levels of sportsmanship in co-curricular activities
- Assist the Principal to establish the tone, climate, and direction of the school's athletic program through careful long-range and short-term planning
- Assess, evaluate and monitor athletic coaches and programs

Qualifications:

- Master's degree in Educational Administration, Leadership, Curriculum or Special Education
- Michigan School Administrator Certificate or be enrolled in a program leading to certification as a school administrator no later than six months after date of employment with full certification within three years
- Five (5) years of successful secondary teaching experience
- Demonstrated leadership in curriculum, supervision/evaluation, public relations and knowledge of current instructional methodology and secondary programming
- Demonstrated skills in instruction, management, planning, decision making, and community relations
- Knowledge and experience of secondary school athletics programming and student activities

REPORTS TO: Building Principal/Superintendent

TERMS OF EMPLOYMENT: 42 weeks

COMPENSATION: \$104,620 - \$115,221 (DOQ on education level)

APPLICATION PROCESS: Apply on-line at:
<http://www.applitrack.com/eastchina/onlineapp/default.aspx?all=1>

QUESTIONS MAY BE DIRECTED TO:

Dawn L. Demick, Assistant Superintendent
ddemick@ecsd.us

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.