

NORTH BRANCH AREA SCHOOLS

NOTICE OF AVAILABLE POSITION

May 18, 2026

I. POSITION: Assistant High School Principal

II. QUALIFICATIONS:

- Possess a valid Michigan Administrative Certificate with the proper endorsements
- Possess a valid Michigan Teaching Certificate
- Possess a Master's Degree from an accredited institution
- Minimum of three years of successful teaching experience required
- Administrative Experience at the high school level preferred
- Demonstrated ability to provide leadership that results in teamwork and collaborative working relationships
- Knowledge and experience in curriculum development and instruction
- Meet administrator continuing education requirement
- Strong interpersonal and public relations skills

III. GENERAL DESCRIPTION OF POSITION AND RESPONSIBILITIES:

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level
- Assist in managing staff, class schedules, and building problems
- Assist with evaluating performance and effectiveness of programs and staff
- Assist in coordinating in-service training for staff
- Maintains relations with parents, parent groups, school volunteers, and outside agencies
- Participates in district-wide activities, in-services, and committees as appropriate
- Implement policy and procedure changes from the Board, or the State and Federal level at the building level
- Assist in managing the school budget allocation, work with the principal and staff on purchase requests
- Directs and work with student attendance secretary
- Provide general supervision to students
- Supervise extracurricular activities
- Work with Central Office personnel to coordinate processes for the effective functioning of the school
- Maintains current information on legal and financial developments of legislative reforms

AVAILABLE: July 1, 2026
SALARY/BENEFITS: Per Administrative Salary Index
CLOSING DATE: Until Filled

APPLICANTS: All applications for North Branch Area School District positions must be submitted online. The online application is available at [NBAS Employment Opportunities](#). If you have any questions, please contact Dawn Mickens-Holt in the district's Central Office either by telephone 810-688-7996 or by e-mail to dmickens-holt@nbbrncos.net

SECURITY CLEARANCE: The successful candidate will be subject to a fingerprint and background check as a condition of employment. All fees required for this check will be the responsibility of the successful applicant.

The district reserves the right to select the person it believes will be the most successful in this position and will be the greatest benefit to the school(s).

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.