



**Almont Community Schools**  
**Vacancy Notice**  
**Principal – Orchard Primary (Grades PreK-3)**

**Job Summary:**

The Orchard Primary Principal serves as the instructional and operational leader of the school. They provide a clear vision for learning for all students; ensure a safe, secure, and orderly learning environment; and cultivate strong relationships with stakeholders, including students, families, and staff. They promote high-quality instructional practices, passionately enjoy working with children, and believe that all students can achieve. They must collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, manage school operations, and effectively evaluate and develop staff.

**Minimum Qualifications:**

- Master's Degree or higher, with coursework background in educational administration or leadership.
- Valid elementary Michigan teaching certificate AND valid Michigan administrator certificate.
- Five (5) years teaching experience in the field of education; previous administrative experience preferred.
- Experience working with federal Title programs (e.g., Title I, II, III) and securing and managing grant funding is preferred.
- Such alternatives to the above as the Superintendent or designee may find appropriate.

**Reports to:** Superintendent

**Supervises:** Teachers, directors/interventionists, para-professionals, media center personnel, food service personnel, maintenance/custodial personnel, secretaries, and students

**Job Goals:**

To help the district achieve its mission, vision, related goals and objectives, to set an example of an exceptional professional educator for all students and staff to model and to provide an educational climate that fosters learning as a life –long process.

**Essential Competencies**

- Ability to inspire and motivate staff, students, and families around the school's vision.
- Clear, effective communicator with strong organizational and multitasking skills.
- Commitment to developing staff instructional and leadership capacity.
- Collaborative leadership style that promotes teamwork, innovation, and high-quality instruction.
- Resilient problem-solver who demonstrates initiative and perseverance.
- Belief in student empowerment and active student voice.
- Student- and family-centered with empathy and strong interpersonal awareness.
- Reflective practitioner who accepts responsibility and models integrity and work ethic.
- Knowledgeable of policies and laws impacting special populations (e.g., Special Education, English Learners).

## Performance Duties and Responsibilities

- Lead a culture of high academic and behavioral expectations aligned to the district mission.
- Develop and implement a clear vision and strategic plan focused on student growth and achievement.
- Communicate goals and expectations that reflect the belief that all students can learn.
- Ensure safe, secure, and orderly school operations.
- Supervise, evaluate, and support staff through constructive feedback and differentiated professional growth.
- Promote high-quality instructional practices and continuous improvement through data analysis.
- Foster collaboration, peer feedback, and positive relationships among staff, students, and families.
- Manage the school budget, facilities, and operational procedures responsibly.
- Oversee staffing, scheduling, substitute coordination, and auxiliary services.
- Maintain compliance with Board policies, federal and state laws, and non-discrimination requirements.
- Communicate regularly with stakeholders and remain visible and engaged in school and community events.
- Provide leadership in the recruitment of staff and execute a system of personnel selections and assignments.
- Provide leadership for and share responsibility for the development and implementation of staff in-service programs.
- Conduct staff meetings per the AEA (Teacher) Contract.
- Observe classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and student growth and development.
- Establish the necessary building committees and departments.
- Keep abreast of developments in elementary school curriculum and instruction and provide leadership in determining the appropriateness of incorporating recent developments/trends into the school's educational program.
- Provide leadership for the planning, development and implementation of the elementary school's budget.
- Coordinate student personnel services including the maintenance of discipline, the monitoring of attendance, the preparation of handbooks, the supervision of student scheduling, providing assistance in guidance and counseling activities and collaborating with others in the modification of student behavior.
- Provide leadership in student management, including in the areas of student attendance, discipline and lunchroom supervision.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters.
- Perform other duties as assigned by the Superintendent.

**Terms of Employment:** 3 weeks after the close of school and 3 weeks before school begins.

**Salary Range:** \$95,000-\$100,000

**Evaluation:** Annual based on performance of assigned duties and established performance objectives.

**All candidates must complete an online application and submit the following documentation by Friday, June 26, 2026.**

- Letter of interest indicating suitability for the position
- Current resume
- Academic transcripts indicating degrees AND copies of certification(s)
- Minimum of three (3) professional references including mobile and office telephone numbers

If you have questions, please contact the Superintendent at 810-798-8561.