



**REVISED JOB POSTING FOR
CARTER ELEMENTARY SCHOOL PRINCIPAL**

REQUIRED QUALIFICATIONS

- Valid Michigan School Administrator Certificate
- Bachelor's degree from an accredited institution

HIGHLY PREFERRED QUALIFICATIONS

- Valid Michigan Teaching Certificate
- Master's degree in Educational Leadership or related field
- Elementary teaching experience
- Experience with PreK/GSRP programming and early childhood education
- Experience with Title I programming and federal grant requirements
- Demonstrated leadership in curriculum development, staff supervision/evaluation, and stakeholder engagement
- Experience leading MTSS, school improvement, and data-driven decision-making processes
- Knowledge of the Science of Reading and evidence-based elementary literacy instruction
- Experience leading early literacy initiatives, intervention systems, and reading improvement efforts
- Strong family and community engagement skills with a proven ability to build positive school culture
- Demonstrated success facilitating professional learning and coaching staff to improve instructional practices
- Knowledge of Michigan accountability systems, including MICIP, MSTEP, School Index, and continuous improvement processes

SUPERVISION RESPONSIBILITIES

- Supervises and evaluates all certificated and support staff assigned to the building
- Provides day-to-day oversight of all educational programs, personnel, and operations within the school
- Directs the delivery of custodial and maintenance services for the assigned building during the school year

INSTRUCTIONAL LEADERSHIP

- Provides leadership for the school's instructional program
- Demonstrates experience leading grade-level teams, collaborative data discussions, and continuous improvement efforts focused on student learning
- Strong background in curriculum design, implementation, review, and management
- Oversees student assessment programs; analyzes data to inform instructional decisions, interventions, and continuous improvement efforts
- Demonstrates knowledge of high-impact instructional practices that promote achievement for all students and student subgroups
- Supports staff in the collection, analysis, and use of student data to improve teaching and learning
- Leads school improvement planning and implementation through the use of student achievement, attendance, behavioral, and perception data
- Promotes and models the effective integration of instructional technology

ADMINISTRATION AND MANAGEMENT

- Oversees the development, implementation, and monitoring of the school's budget and financial resources
- Demonstrates knowledge of Section 504 and special education laws, procedures, and best practices
- Collaborates with district and building administrators to ensure program alignment, articulation, and consistent student expectations
- Carries out personnel selection, supervision, evaluation, and management responsibilities
- Upholds Board policies and administrative procedures

- Leads organizational improvement efforts and effectively manages change
- Demonstrates sound judgment, professionalism, and effective leadership in routine and crisis situations
- Leads school safety, emergency preparedness, and crisis response efforts in accordance with district procedures and applicable laws

RELATIONSHIPS WITH STUDENTS

- Maintains a student-centered, consistent, and collaborative approach to leadership
- Interacts with students in ways that encourage growth, engagement, and high achievement
- Creates a school climate that fosters belonging, respect, and positive relationships
- Promotes schoolwide practices that encourage student voice, involvement, and leadership
- Leads efforts to improve student attendance, engagement, and connectedness to school
- Ensures appropriate student supervision and takes reasonable precautions to maintain student safety

RELATIONSHIPS WITH STAFF

- Leads faculty and staff in creating and maintaining an optimal learning environment
- Encourages and supports continuous professional growth
- Works collaboratively with staff to supervise, evaluate, and improve professional practice using performance standards and student outcomes
- Establishes systems that promote accountability, collaboration, and continuous improvement

RELATIONSHIPS WITH THE COMMUNITY

- Builds and maintains positive relationships with families, community members, and district stakeholders
- Assesses community needs and actively involves families and stakeholders in school improvement efforts
- Promotes a positive image of the school district and cultivates partnerships that enhance student opportunities and district programs

ABILITY TO

- Communicate clearly and effectively in both oral and written forms
- Effectively present information and respond to questions from the Board of Education, students, staff, parents, community members, and administrative colleagues
- Define problems, analyze data, draw valid conclusions, and develop effective action plans
- Interpret and monitor school budgetary needs
- Maintain regular in-person attendance and travel to meetings and work assignments as required
- Use diplomacy, professionalism, and sound judgment when interacting with others
- Perform physical activities associated with the position, including balancing, bending, crouching, kneeling, reaching, standing, lifting, carrying, and moving work-related supplies and equipment

TERMS OF EMPLOYMENT: 210 days

COMPENSATION: Per MCS Administrators Agreement

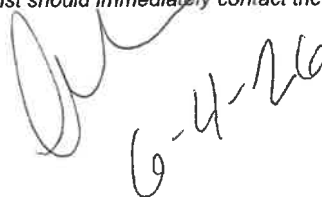
DEADLINE AND APPLICATION PROCESS: Interested applicants should apply immediately. Posting will remain open until filled. Apply online at:

<https://www.applitrack.com/gcaps/onlineapp/default.aspx?choosedistrict=true&applitrackclient=735&category=Administration>

**Montrose Community Schools
Linden A. Moore, Ph.D., Superintendent**

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High School Principal
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Mrs. Shawna Birchmeier
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