



March 17, 2026

PLEASE POST!

Notice of Position Vacancy: 2026-2027

ASSISTANT PRINCIPAL

Hamtramck High School

Qualifications and responsibilities of this position may be found on the attached sheet.

All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://www.hamtramckschools.org/> or Wayne RESA website at <https://smart.resa.net>

Application Deadline: May 1, 2026

NOTE: This is a non-tenured position

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities.

Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

/jw
(attachment)

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Assistant Principal (page 2)

JOB POSTING: Assistant Principal - Hamtramck High School

QUALIFICATIONS:

The person selected for the position will be the individual who offers the best combination of qualities in accordance with the following criteria:

- Valid State of Michigan Teaching Certificate with five (5) years of successful teaching experience
- Master's Degree or higher with graduate credit in any combination of the following: education leadership; instructional supervision and evaluation; English as a Second Language, curriculum development; personnel management and community relations
- Demonstrated knowledge of current educational practices, including the School Improvement Process
- Demonstrated leadership ability
- Demonstrated knowledge of technology and the integration of technology within instruction
- Performs as an effective team builder and relates well with others
- Experience in a diverse ethnic environment preferred.
- Excellent oral and written communication skills.

ROLE OF THE ADMINISTRATOR:

- Utilize and reinforce the district's sense of urgency for student achievement growth.
- Promote the professional risk-taking needed to realize continuous academic improvement.
- Develop structures within the building that promote collective responsibility.
- Navigate district systems to create the systems and policies needed to support rapid turnaround and removes systemic barriers that impede rapid turnaround within the building.
- Collaborates with administrative team to adhere to benchmarks and timelines related to staff evaluation, Teacher /staff coaching, and providing high quality feedback to drive instruction.
- Responds to district leadership initiatives.
- Communicate a common and clear vision for subject-specific instruction.
- Routinely observe instruction using classroom walkthroughs and classroom evaluation (informal and formal)
- Provide feedback to teachers that is consistent with instructional expectations as defined by the subject-specific district vision.
- Model subject-specific instruction that is consistent with the district vision.
- Identify supports needed by teachers to implement the subject-specific vision with fidelity.
- Leverage district/building-level supports for teachers (coaches/specialists/outside or ISD consultants).
- Assist teachers in the use of formative and summative assessments to improve instruction.
- Support teachers to develop and implement non-instructional routines to assist with Positive Behavioral Interventions and Supports (PBIS) and/or Restorative Practices activities. Identify individuals who can share expertise on pedagogical practice or content.
- Provide leadership, management, and accountability for all state mandated tests.
- Support teachers to implement district's subject-specific vision and/or key ideas from their individual professional development learning.
- Promote alignment between district's vision for subject-specific teaching and learning and what is enacted in the classroom.
- Promote all areas of compliance related to health and school safety, work to maintain the health and well-being of staff, students and families.
- Promote instructional coordination across regular, English Learner and special education student services.
- Develop professional Development learning plans around subject-specific district vision.
- Communicate expectations for implementing instructional strategies.

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- Secure instructional materials to support teachers' implementation of the subject-specific instructional vision.
- Regularly meet with school principal / coaches/specialist/ISD or outside consultants to develop understanding subject- specific instructional practices aligned to the vision.
- Meet with school principal / coaches/specialists/ISD or outside consultants to discuss teacher learning and implementation of instructional strategies.
- Committed significant improvement in student and teacher performance in a short amount of time.
- Other duties as assigned.

RESPONSIBILITIES:

- Participates in curriculum development and student scheduling.
- Maintains current knowledge of trends, developments and research pertaining to high school education.
- Responsible for student discipline and school safety.
- Facilitates co-curricular activities including clubs, assemblies and student programs
- Establishes and maintains an atmosphere conducive to learning and a climate of respect in which students can succeed
- Advances positive public relations and communication within the school community
- Responsible for the school in the absence of the Building Principal
- Assists in the development, revision and evaluation of curriculum and assessments.
- Maintains current knowledge of trends, developments and research pertaining to secondary and career and college education.
- Works with the members of his/her staff to develop the educational program and to plan and carry out appropriate learning experiences to meet the needs of the students.
- Provides leadership for the integration of technology within the instructional program.
- Initiates and implements programs to meet specific needs of the students.
- Establishes and maintains an atmosphere conducive to learning and a climate of respect in which students can succeed.
- Communicates effectively with the superintendent on all issues relating to the building.
- Responsible for the reporting, classification and promotion of students.
- Supervises certificated and non-certificated staff, conducts classroom walkthroughs and evaluations and provides feedback and direction.
- Responsible for requisitioning of supplies and materials and monitoring the school's budget.
- Able to provide leadership in, but not limited to, the following areas:
 - Michigan Department of Education Initiatives
 - School Improvement Processes
 - Differentiated Instruction
 - Local assessment and State Assessment
 - Data Teams and PLC
 - Familiarity with Special Education procedures/discipline
 - Title I and 31A Programming
 - Support for English Language Learners
 - Title III Programming
- Any and all other duties as assigned by the Building Principal or Superintendent of Schools

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OTHER:

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.

SALARY: Per the Hamtramck Administrator's Association Contract