



1414 Chase St. Greenville, MI 48838
Tel: (616) 754-3686 • Fax (616) 754-5374
www.gpsjackets.org

Title: Elementary Principal

Location: Lincoln Heights Elementary

Status: 1.0 FTE

Classification: [Greenville Administrative Association Handbook 2025 - 2028](#)

Reports to: Superintendent

Salary: \$103,355 - \$128,508 per year based on relevant prior experience

Benefits: Comprehensive benefits package including medical, dental, vision, LTD, and life insurance

SCHOOL SUMMARY: Lincoln Heights Elementary is a Pre-Kindergarten through 5th-grade school located in Kent County and is part of the Greenville Public Schools District. The current enrollment at Lincoln Heights Elementary is approximately 400 students.

POSITION SUMMARY: The Elementary Principal will create a safe, inclusive, and supportive learning environment for young learners, fostering academic excellence and social-emotional growth. This role will serve as the instructional and administrative leader, overseeing all aspects of school operations, student achievement, staff development, and community engagement.

DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

A. School Leadership and Administration

- Develop and implement school policies, procedures, and goals aligned with district and state standards
- Supervise daily school operations, including scheduling, staffing, and facility management
- Manage the school budget and resource allocation
- Ensure compliance with all local, state, and federal education laws and regulations

B. Instructional Leadership and Staff Development

- Lead curriculum development and instructional initiatives to support student learning
- Supervise and evaluate teachers and staff, providing professional development and coaching
- Analyze student performance data to guide instructional improvements and interventions
- Foster a culture of continuous learning and collaboration among educators

C. Student Support and Discipline

- Foster a positive and inclusive school climate that prioritizes student well-being and engagement
- Implement student behavior policies and promote social-emotional learning programs
- Work closely with teachers and families to support students' academic and emotional needs
- Encourage participation in extracurricular activities and leadership programs

D. Community Engagement and Communication

- Serve as the primary liaison between the school, parents, and the community
- Maintain open and transparent communication with families regarding school initiatives, events, and student progress



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- Build partnerships with local organizations, businesses, and community leaders
- Organize parent-teacher meetings, workshops, and school-wide events

E. Safety and School Climate

- Ensure a safe and inclusive school environment for all students and staff
- Develop crisis response plans and coordinate emergency preparedness drills
- Address concerns related to bullying, student well-being, and school culture

QUALIFICATION REQUIREMENTS:

- Excellent leadership, organizational, and problem-solving skills
- Strong communication and interpersonal skills to collaborate with students, staff, and families
- Ability to understand, interpret, and impact data, including student achievement results
- Knowledge and experience in implementing best practice instructional strategies
- Knowledge and experience in professional growth models of teacher evaluation
- Ability to connect with students and families of varied socioeconomic backgrounds
- Satisfactory background check

SUPERVISORY REQUIREMENTS:

- Supervises and evaluates the following positions:
 - Elementary Professional Staff
 - Elementary Support Staff

EDUCATION AND EXPERIENCE:

- Master's degree in education
- At least six (6) years of elementary teaching experience
- Prior administration experience (preferred)

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Michigan teaching certificate
- Valid School Administrator certification or willingness to obtain

PHYSICAL DEMANDS: The employee is constantly required to remain stationary for extended periods of time. Employees will constantly use their hands to handle, control, grasp, move, and feel documents and office equipment. The employee will frequently make fast, repetitive movements of fingers, hands, and wrists. The employee is occasionally required to walk short distances and reach above head and below shoulder level. Occasionally required to carry, lift, and move up to 20 pounds. In-person work is required.

OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.



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- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to perform basic math computations including addition, subtraction, multiplication, and division, using whole numbers, common fractions, and decimals.
- **Environmental:** The noise level in the work environment is quiet to loud depending on the activity in the particular part of the day. The employee must be able to work under fluorescent lighting. The employee is rarely exposed to weather conditions.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender 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.