

An Invitation to Apply for the Position of

Tentative Timeline

June 28, 2017 – All material submitted

Application Procedure

All materials may be sent to hr@mhtigers.org which includes a letter of interest, current resume and credentials.

Complete e-mailed applications must be submitted on or before June 28, 2017 by 5:00 p.m.

All questions regarding the search should be directed to

Ms. Sue McCarty
Human Resources/Compliance and Recruitment
Phone: 231-830-3735
Email: smccarty@mhtigers.org

Mission Statement

The mission of the Muskegon Heights Public School Academy System (MHPSAS) is to promote educational excellence and provide opportunities for all students to become members of society through a quality, individualized education for mastery of content. Our focus is to ensure a quality education for all student and to provide a positive and safe environment.

Muskegon Heights Public School Academy System is an equal opportunity employer.

It is the policy of the Muskegon Area Intermediate School District that no staff member, candidate for employment, program participant, or recipient of services shall experience discrimination on the basis of race, color, national origin, sex (including sexual orientation or 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. Inquiries related to issues of discrimination on the basis of disability should be directed to the Director for Special Education. Glenda Robinson-Scott at (231) 830-3708. All other discrimination inquiries or requests for special accommodations to participate in a program, event, or activity should be directed to Sue McCarty, Human Resources/Compliance/Recruiter at (231) 830-3735.

Our Core Values

PRIDE

P - Pride

R - Respect

I - Integrity

D - Determination/Dedication

E - Excellence

Tiger Pride

Muskegon Heights Public School Academy System

2441 Sanford Street

Muskegon Heights, Michigan 49444-2121

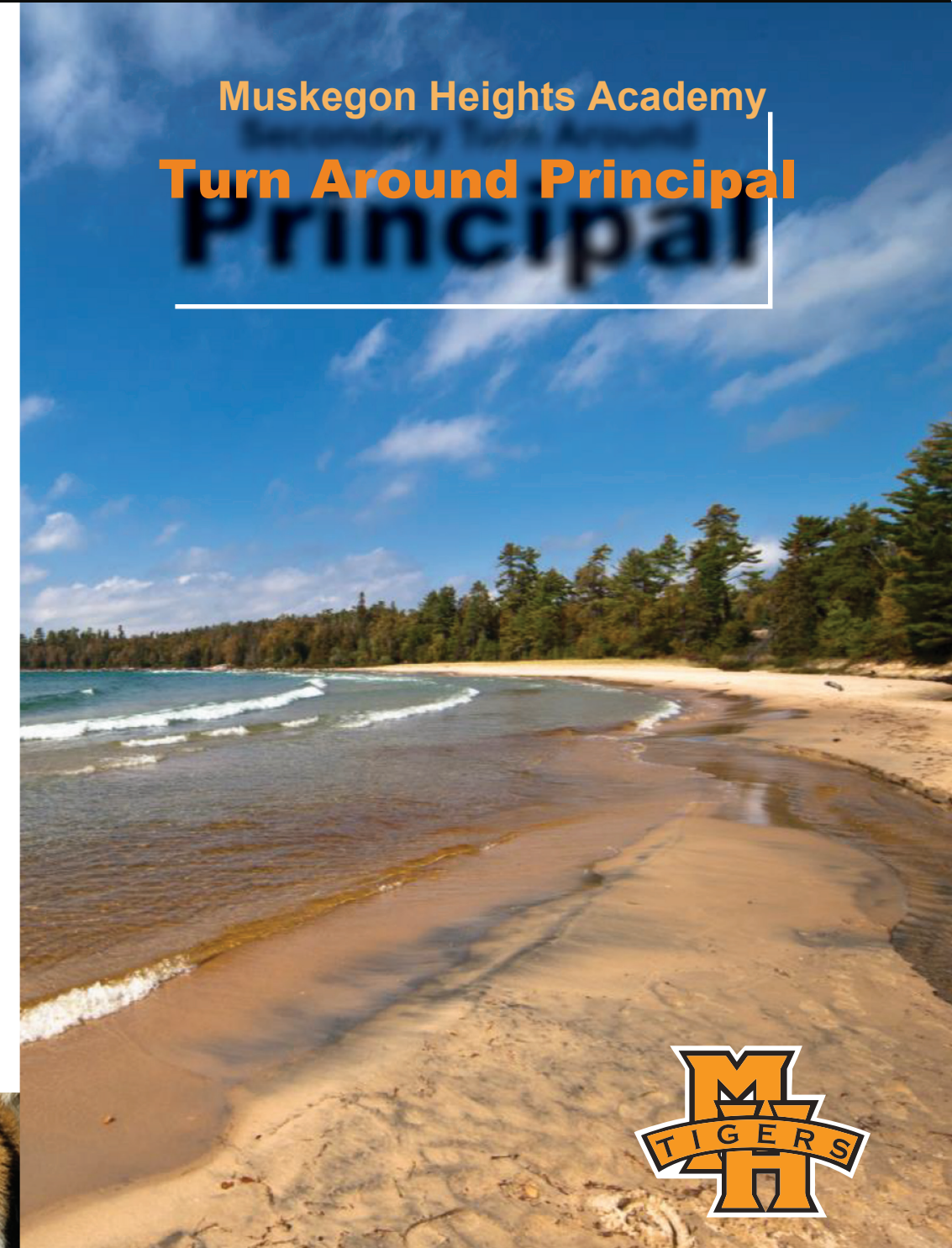
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www.mhtigers.org



Muskegon Heights Public
School Academy System

Muskegon Heights Academy Turn Around Principal



Job Description and Qualifications

In compliance with Board Policies and Administrative Guidelines



Muskegon Heights Public School Academy System (MHPSAS) is the nation's first self-managed public school academy systems consisting of grades K-12. Muskegon Heights Public School Academy System provides a superior academic environment by utilizing a unique school design, which combines Common Core State Standards based instruction with multi-tier programs customized to increase student learning at a pace of 1.5 years or more growth in 1 year, and the use of state of the art technology and sound fiscal practices.

MHPSAS is well known for and takes pride in

Our status as visionary as the first of self-managed K-12 public charter school education in the nation

Our long and dedicated history as the public educator for the community of Muskegon Heights since 1923

Our dedication to employing highly qualified/certified educators

A student centered academy system that recognizes that children are the reason for our work

The belief that each child is valued and held in high esteem, individual differences and needs are recognized, understood, respected and addressed

A working environment that is grounded in trust and cooperation, where staff is proactive and welcomes challenges to change

Position: Secondary Principal
Building: Muskegon Heights Academy
Reports To: Superintendent and/or Designee
Funding Source: General Fund
School Year: 2017/18

Position Summary

Provide school leadership that ensures excellence in teaching and student learning while promoting community support and maintaining efficiency in operation. To insure compliance with all aspects of: state and federal law; board policies and procedures; and compliance requirements of the authorizer.

Qualifications

1. Possession of a Masters Degree or higher in education, supervision and management, school administration, educational leadership or a related field.
2. Must possess a minimum of five years of experience in a turnaround role.
3. A valid Michigan teaching certificate, required.
4. A valid Michigan Administrator's Certification, required.
5. Evidence of successful experience as a classroom teacher.
6. Must possess the ability to identify and focus on early wins and big payoffs.
7. Must possess the ability to successfully break organizational norms to provide maximum impact.
8. Must act quickly in a fast cycle to demonstrate maximum academic gains for students.
9. Must be able to collect and analyze data to create, enhance and implement effective strategic processes to maximize student academic achievement.
10. Must be able to galvanize staff around big ideas that promote the academic and cultural health of the school building and student growth.

Performance Responsibilities

1. Administer, manage, and supervise the operation of the school in compliance with the Board of Education's policies and at the direction of the Superintendent or designee.
2. Maintain student conduct and enforce discipline in compliance with district procedures.
3. Provide leadership in the development of appropriate educational programs and supportive student activities.
4. Demonstrate success in leadership capacity.
5. Possess the ability to develop a vision and strategies to achieve that vision.
6. Observe and evaluate the performance of the staff.
7. Plan and administer staff development activities.
8. Supervise the maintenance of accurate records on the progress and attendance of students.
9. Set high expectations and standards for the academic and social development of all students and the performance of adults.
10. Demand content and instruction that ensures student achievement of academic standards as outlined by the State of Michigan.

11. Create a school philosophy that values continuous learning for student learning and other school goals.
12. Use multiple sources of data collection to analyze barriers to achievement and to access, identify and apply instructional improvement.
13. Actively engage the community to create shared responsibility for student and school success.

Characteristic Duties and Performance Standards

Provide instructional and learning leadership that focuses on the four basic elements of: curriculum, instruction, performance and evaluation.

1. Ensure and oversee the accurate maintenance of administrative records meeting all state and regulatory requirements.
2. Oversee and insure meaningful parental involvement in the school and their child's learning.
3. Generate public support for the school's program and education in general as the public information officer of the school and supervisor of the overall public relations program.
4. Develop and implement a school budget, analyze and control expenditures with an understanding of the relationship between the instructional program and the budgeting process. Supervise and insure that financial reports are completed and submitted to the board in a timely manner.
5. Title I Report, and all required reports with local, state and federal education agencies, Board of Trustees and authorizer.
6. Work with the appropriate staff to develop schedules and staff assignments and to ensure the effective and efficient use of time to protect academic subject blocks from disruptions.
7. Serve as chairperson for faculty meetings, academic committees, school improvement committees and administrative committees and attend other committees as needed.
8. Direct and serve as a model to ensure the safety, security and attractiveness of the school building and grounds. Oversee the development of a Code of Student Conduct that defines the responsibilities of administrators, teachers, parents, and students in supporting a safe, secure learning environment.
9. Use multiple sources of data collection including standardized tests, portfolios, observations, conferences and grades to access student performance and to plan instruction.
10. Use technology effectively for administrative, instructional and communications functions.
11. Be familiar with school law, including the implications on the educational program and on liability. Keep abreast of developments and consult with the board members in times of uncertainty.
12. Adhere to all procedures and policies as outlined in the Employee Manual.

Disclaimer

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind or level of difficulty.