



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
405 West Main Street
Northville, Michigan 48167

ADMINISTRATIVE POSTING

DATE: May 17, 2022

POSITION: **ASSISTANT PRINCIPAL**
Hillside Middle School

COMPENSATION RANGE: Commensurate with prior experience
Northville Association of School Administrators Salary Scale

EXPECTED START DATE: **2022-23 school year**

QUALIFICATIONS:

- Posses current Michigan teacher certification and have earned a Masters degree (or higher) in Educational Leadership, or related field, from an accredited institution, or complete an alternative pathway to Michigan administrator certification
- Hold or be eligible for Secondary Michigan Administrative Certification
- Prior experience in school and/or district leadership, or other comparable instructional leadership determined by employment experience
- Evidence of ability to consistently foster collaboration, competency, and continuous improvement
- Secondary teaching or counseling experience
- Evidence of administrative capacity in all areas necessary to support the Middle School administrators in matters of assessment, data and School Improvement
- Excellent written and oral communication skills
- Demonstrated skill in creating a positive, open and enthusiastic school environment
- Ability to work cooperatively with students, staff, parents and community
- Extensive knowledge of State standards, curriculum development, use of student achievement data, MTSS, SEL and PBIS to provide leadership that supports meeting the needs of all learners
- Knowledge of a range of appropriate research-based interventions for secondary schools
- Experience coordinating a variety of assessments (i.e. M-Step, NWEA, PSAT, local benchmark or common assessments, etc.)
- Ability to guide staff in professional growth and effectively evaluate their performance
- Knowledge of International Baccalaureate MYP (preferred)
- Evidence of commitment to innovation and high expectations for student growth and achievement
- Ability to work as part of an Administrative Council team focused on the District's interests and goals
- Proven record of putting the interests of children and learning first
- Strong technology skills and ability to integrate technology to enhance instruction and use of data
- Proven leadership in initiating and implementing innovations and improvements in the area of instruction
- Evidence of commitment to using multiple forms of data to monitor and assess student, staff, program and school effectiveness, recommending appropriate actions that lead to continuous improvement

RESPONSIBILITIES (include, but are not limited to):

- Effectively carryout pertinent administrative functions delegated by the building principal
- Build strong relationships with students, staff, parents and community relative the functions of the position
- Conduct proper investigations and respond to student conduct matters, enforcing the Student Code of Conduct consistent with Board policies and applicable laws.
- Create, organize and communicate data resources that support administrators, teachers, students and parents
- Collaborate and coordinate with school administrators and counselors in preparing for and executing compliant administration of a variety of state and local assessments
- Work with building leaders to further develop the MTSS process for providing appropriate interventions for students as needed
- Conduct proper and meaningful teacher observations and evaluations

- Active participation and leadership in developing and facilitating professional development on topics related to assessment, data, growth measures, School Improvement, IB, and MTSS
- Assist in facilitating school improvement and initiatives where needed to create a high-quality teaching/learning climate and culture
- Participate as an active member of relevant building and District committees or teams
- Promote strong parental and staff involvement through ongoing communication and engagement of stakeholders in matters pertaining to using assessment data to inform decision making
- Assist in the supervision of students
- Assist in organizing, planning and facilitation of Registration, Open house, Parent Informational Meetings, and Parent-Teacher Conferences in relation to matters of assessment, data, post-secondary planning, etc.
- Periodic supervision of after-school and evening events as needed
- Maintain consistent employee attendance
- Other duties as assigned

METHOD OF APPLICATION:

Interested applicants must apply online and include a letter of intent, resume, transcripts and letters of recommendations to:

Northville Public School District
Mr. Dave Rodgers
Asst. Superintendent of Human Resources
405 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Until Filled

Posting Authorized: 5-17-22 by Dave Rodgers, Asst. Superintendent of Human Resources

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, sex, marital status, height, weight, genetic information, disability, age, sexual orientation, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.