



ROMULUS COMMUNITY SCHOOLS

36540 Grant Road
Romulus, MI 48174
(734) 532-1663

DEPARTMENT OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION: Middle School Principal

REPORTS TO: Director of PreK-12 Curriculum, Instruction and Educational Excellence

LOCATION: Romulus Middle School

START DATE: 2022-2023 school year

QUALIFICATIONS:

1. Meet the State of Michigan/NCLB administrator continuation requirements.
2. Valid Michigan Teaching Certificate.
3. Master's degree in Educational Administration or combination administration and education.
4. Minimum of five (5) years of successful teaching experience and/or administrative experience.
5. Possess the necessary personal qualities of an effective administrator with demonstrated leadership, communication and management skills.
6. Demonstrate knowledge of the middle school research, philosophy and familiarity with the needs associated with adolescent growth and development.
7. Possess a demonstrated ability to motivate people towards a common goal.
8. Demonstrate knowledge and understanding of middle school curriculum development, organization and program evaluation.
9. Have a working knowledge of the role of technology regarding instructional programs and data management.
10. Ability to communicate effectively with school personnel, students, parents, and the community.
11. Demonstrate leadership in the development and implementation of the school improvement process and expertise in the role of a Blueprint Instructional Leader
12. Knowledge of No Child Left Behind and Education Yes.
13. Experience should indicate an interest in administration as evidenced by proof of department chairing, committee chairing, demonstrated leadership in the development and implementation of the school improvement process, and non-stipend activities.

RESPONSIBILITIES:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Develop and communicate clearly the procedures for the operation of the school consistent with the school district philosophy, mission and the Teaching and Learning Manual.
3. Direct and implement School Improvement/NCA planning processes and provide opportunities for effective/coordinated staff development.
4. Establish the annual master schedule for instructional programs, which utilizes the abilities of the staff and needs of students, i.e. specials, after-school programs.
5. Supervise all certificated and non-certificated personnel assigned to the building.
6. Assist the human resource office in screening, hiring, training, and assigning of the building staff.
7. Be responsible for providing and submitting all district, state and local reports, i.e. pupil records, student count, grades, daily attendance reports and/or other reports accurately and timely as directed by the Board of Education or District Administrator.
8. Provide for and encourage ongoing communication between parents and staff to become actively engaged in student achievement.
9. Attend required staff meetings and take leadership in district-wide committee(s) specific to establish district-wide goals.
10. Take leadership in a designated curriculum strand.
11. Provide a safe, positive, secure school environment.
12. Plan, supervise and direct the business operation of the school including the development of the budget. Maintain an account for all student activity funds and money collected from students. Recommend to the Director of Finance, a budget for the school and approve all purchases in accordance with district policies and procedures.
13. Develop a school climate and culture that provide regular opportunities for students to celebrate success in instructional programs and extracurricular activities, while also fostering analytical thinking, conceptual thinking and problem-solving in others.
14. Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, staff and representatives of the community.
15. Facilitate school improvement plan including goals, which results in the implementation of the District's Strategic Plan. The adeptness to ensure a strong connection between learning goals and classroom activities.
16. Supervise and evaluate the performance of all assigned personnel, develop improvement plans to enhance performance and nurture leadership potential of each staff person.
17. Develop plans and procedures that ensure the health, safety and orderly conduct of students necessary for an effective school.
18. Develop the talent to skillfully use student and skill specific data to inform the evaluation and pursuit of instructional practices used both across the school and by individual teachers – that directly benefit student learning; the talent to build a professional environment that is one of mutual respect, teamwork, and accountability; and the capacity to foster analytical thinking, conceptual thinking and problem-solving in others.
19. Perform other duties as assigned.

This posting should not be construed to imply that these requirements are the exclusive standards of the position or that this is the exclusive list of job functions or expectations associated with this position. The requirements listed above are representative of the knowledge, skill and/or ability required for this position.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The employee must occasionally lift and move up to 25 pounds in supplies which requires bending, stooping and lifting.
- The employee must be able to use a variety of instructional materials in the classroom.
- The employee must use hands and arms to manipulate objects.
- The employee must use keyboards, tools and other controls.
- The employee must sit and stand for long periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about assigned location unaided during the day.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The noise level in the work environment will vary and can range from soft to loud. Often the noise level in the work environment will be moderate to loud.
- The employee is required to interact with students, staff, parents / guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

SALARY: As per RASA Contract. (\$104,803.00)

WORK YEAR: As per RASA Contract – 218 Days

FILING DEADLINE: Open until filled

CONTACT: Apply online at:
<http://resa.net/services/humanresources/> -or-
<http://romulus.net/district/human-resources/employment>

“AN EQUAL OPPORTUNITY EMPLOYER”

Romulus Community Schools is an Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, gender, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, protected military veteran status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), its programs and activities, including employment practices.