



# ALLEN PARK PUBLIC SCHOOLS

Riley Education Center • 9601 Vine, Allen Park, MI 48101

*...an uncompromising commitment to excellence*

## INTERNAL & EXTERNAL JOB POSTING POSITION: Assistant Principal/Athletic Director Allen Park Middle School

### **Application Deadline:**

Wednesday, April 27th, 2026 – 4:00 p.m.

### **To Apply:**

Interested persons should submit all requested materials to [Wayne RESA Applitrack](#)

**JOB TITLE:** Assistant Principal/Athletic Director, Allen Park Middle School

### **MINIMAL QUALIFICATIONS:**

- Master's degree or above with emphasis in school administration preferred
- Valid School Administration Certificate or working towards one, or meets state requirements of MCL 380.1246
- Minimum of four years of successful teaching experience, with valid Michigan teaching certificate

### **MAJOR DUTIES AND RESPONSIBILITIES (May include but not be limited to):**

- The Assistant Principal/Athletic Director is directly responsible to the Principal and assumes responsibility for building operations in the absence of the Principal.
- Provide instructional leadership through supervision and evaluation of teaching and support staff, offering feedback and support to promote high-quality instruction and professional growth.
- Foster a positive school culture by interacting with students and staff to encourage high expectations, mutual respect, and a commitment to academic and personal excellence.
- Maintain a safe, orderly, and disciplined learning environment through the implementation of the student code of conduct, student support interventions, and consistent behavioral expectations.
- Oversee student services and support systems including attendance monitoring, PBIS implementation, discipline procedures, and coordination of student support meetings such as IEP conferences, as needed.
- Provide leadership and supervision for the school's athletic programs and student activities, including coaching supervision, program compliance, and promotion of positive student participation.
- Coordinate school operations and logistics including transportation, safety and evacuation drills, facilities coordination with custodial and maintenance staff, supervision of common areas, and organization of school events.
- Collaborate with staff through PLCs, grade-level team meetings, and school improvement initiatives

to support data-informed instruction and continuous improvement in student achievement.

- Build and maintain positive relationships with parents, community members, volunteers, and outside agencies to support the overall mission and goals of the school.
- Support the organization and implementation of key school programs and events such as incoming student orientation, parent information meetings, recognition programs, summer school, and other student-centered initiatives.
- Remain current with educational research, legal requirements, and state and district initiatives affecting curriculum, instruction, athletics, and school operations.
- Demonstrate a commitment to equity, inclusion, and engagement of all stakeholders within the school community.
- Support and lead district and building-level initiatives designed to improve instruction, school climate, student achievement, and operational effectiveness.
- Other duties as assigned by the Superintendent.

**SALARY:**

- Salary Range: \$115,542 - \$128,937 (commensurate with education and experience)
- 46-week work year
- Excellent medical, dental, vision and disability insurance plans
- Beginning date – July, 2026

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, it is the policy of the Allen Park Public School District that no person shall on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

Inquiries related to Section 504 of the Rehabilitation Act of 1973 should be directed to: Dr. Matt Sokol, Director of Special Education.

Inquiries related to Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975, should be directed to: Mr. Michael Darga, Superintendent, 9601 Vine, Allen Park, MI 48101.