

## **Middle School Assistant Principal**

- LOCATION:** [Franklin Middle School](#)
- REPORTS TO:** Building Principal
- COMPENSATION:** The Salary Range is \$95,000 - \$122,657 based on [W-WBAA Collective Agreement](#)
- BENEFITS:** Medical, Vision & Dental Insurance  
Michigan Public School Retirement Plan
- POSTING DATES:** Internal: May 28, 2026 – June 8, 2026 by 3:00 P.M.  
External: May 28, 2026 – Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Others duties may be assigned*

- Serve as principal in the principal's absence
- Assist the principal with supervision of the school's educational program
- Assist the principal with establishing and maintaining an effective learning climate in the school
- Demonstrate leadership with parents, staff, and central office for improved programs and school climate
- Assist with the staffing of certified and non-certified school personnel
- Evaluate staff
- Assist the principal with student discipline
- Assist the principal with the preparation and administration of the school budget
- Assist the principal in maintaining proper and accurate pupil accounting and financial accounting records
- Assist the principal with the responsibility for the health, safety, and welfare of students and staff
- Supervise co-curricular programs and activities
- Assist the principal in providing leadership in school related community activities and district/community funding activities
- Assist the principal with planning, organizing, and directing implementation of all school activities
- Assist the principal with responsibility for supervising building operations and maintenance

- Assist the principal with providing direction and leadership in working with school improvement teams
- Assist the principal with direction and leadership in complying with ESSA, Education Yes! Standards and North Central Accreditation requirements
- Provide leadership to advance school reform initiatives and Professional Learning Communities (PLC'S)
- Assist the principal with assuring compliance with all state/federal laws and regulations regarding students, staff and the education programs
- Prepare necessary reports and correspondence
- Perform related duties as assigned by the Superintendent and/or designee
- Regular and predictable attendance

#### EDUCATION AND EXPERIENCE:

- Must possess a Masters Degree in Education
- Must possess formal training in educational administration
- Must possess a valid Michigan Permanent, Continuing, Provisional, or Professional Teaching Certificate
- Must possess administrative certification or enroll in a program within six months and obtain administrative certification within three years.
- 5 years of elementary, middle school or junior high school teaching experience preferred
- Must have a thorough understanding of the middle school program, including the Common Core State Standards and MSTEP
- Must have experience in curriculum development, supervision, and/or administration
- Must have a thorough understanding of the middle school program
- Must have mastery of techniques for the establishment of satisfactory relationships with central staff, teachers, parents, and students to promote a positive student climate
- Experience working with at-risk students and families preferred

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Must have the ability to effectively communicate and work with students, staff, parents, and community
- Must have a thorough understanding of Every Student Succeeds Act (ESSA), Adequate Yearly Progress (AYP), the AdvancEd process, and Education Yes!
- Must have a solid knowledge base of research and an understanding of the best educational practices for quality education including middle school reform initiatives, smaller learning communities and professional learning communities
- Working knowledge of computers preferred

**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.*

While performing the duties of this job, the employee is frequently required to move about the building. The employee may be required to physically restrain and control students.

**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 is usually moderate to loud. The employee is frequently required to interact with students, staff and occasionally with the public and must be able to exchange accurate information. The employee is directly responsible for the safety and well-being of students and staff.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

The amount of contract, length of the workday and the number of workdays is based on the W-WBAA collective bargaining agreement. This position is a Grade 11 position and the salary range is \$95,000 - \$122,657.

APPLICATION PROCEDURE:

Apply on line at <https://www.wwcsd.net/> or come to the Human Resources Department to access the online application system.

*The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.*