



Kingsley Area Schools

402 Fenton Street

Kingsley, MI 49649

(231) 263-5261

Dr. Keith Smith, Superintendent

POSTING

December 21, 2021

Position: Middle School Principal

Location: Kingsley Middle School

Starting Date: ASAP

Rate of Pay: To be determined based on experience

Supervisor: Keith Smith, Superintendent

Desired qualifications:

1. Experience in using Marzano Growth model is highly desired
2. Must be highly competent in using technology, managing software, operating multiple platforms
3. Experience in middle school education is highly desired
4. Current Michigan Administrative Certification Required
5. Master's Degree in School Administration or other relevant graduate degree
6. Demonstrate excellent leadership and organization skills and the ability to motivate people.
7. Have experience in DuFour PLC: Professional Learning Communities model

Base responsibilities

1. Oversee daily operation of 5-8 educational program
2. Serve as direct supervisor of certified and support staff
3. Coordinate special education programs for 5-8
4. Complete required teacher and support staff evaluations
5. Plan and manage professional training for teaching and support staff
6. Manage purchasing of school supplies, equipment, technology,
7. Director of Federal Title I programs and staff in the middle school
8. Lead the school advisory team in overseeing and continuing best practices
9. Complete all state required functions such as school improvement planning, self-assessments, and certifications.
10. Ensure a school behavior system that manages student discipline, documentation, parent communication, reporting, and consequences.
11. Conduct activities that enhance the school climate, reinforce safety, and support career readiness.
12. Represent the school in community forums and support mechanisms

Application January 18, 2022

Deadline: 3:00 p.m.

Kingsley Area Schools reserves the right to change the timeline to ensure the best qualified candidate.

To Apply: Apply online at: <https://www.applitrack.com/kingsley/onlineapp>