



Gull Lake Community Schools  
Richland, Michigan

**JOB POSTING**

**Assistant Principal – Ryan Intermediate**

December 12, 2017

**Job Summary:**

Gull Lake Community Schools is looking for an inspiring leader with a sound background in classroom instruction and school administration and the vision to assist in leading Ryan Intermediate towards developing a strong 21<sup>st</sup> century learning environment. This school leader will provide effective educational leadership for all students and staff.

**Qualifications:**

**Required:**

- A. Master's Degree in Educational Administration/Leadership with training in K-12 school administration, supervision, curriculum and guidance or equivalent
- B. A valid Michigan Educational Certificate
- C. Valid administrative certification (or enroll in a program within six months and obtain administrative certification within three years)
- D. Three to five years of successful educational experience.
- E. Leadership experience in Administration working with students, teachers and parents
- F. Able to assess and document student progress
- G. Professional in personal conduct and actions
- H. Excellent communication skills

**Desired Characteristics:**

- A. Assistant Principal experience preferred
- B. Experience in providing instructional leadership and educational best practices
- C. Possess strong organizational skills with ability to prioritize a multitude of tasks
- D. Demonstrate a strong ability to be decisive
- E. Demonstrate a strong sense of honesty and integrity
- F. Demonstrate strong problem-solving skills
- G. Experience using technology as an instructional tool in the classroom
- H. Experience in working within a Professional Learning Community
- I. Work well with staff and be skilled in having "courageous conversations" to achieve high levels of accountability
- J. Embrace change and innovation and possess the ability to envision and actualize learning beyond the traditional walls of the classroom and school

**Duties:**

- A. Assist in the supervision of the overall daily operation of the building for all instructional and non-instructional purposes
- B. Model and provide a strong learning-teaching climate within the building through maintenance of a positive discipline plan
- C. Implement policy and procedure changes from the Board or State and Federal level within Ryan Intermediate
- D. Ensure that staff members carry out and support district and school policies
- E. Provide necessary supervision of school-sponsored activities, both during and outside of school time
- F. Assign teachers to classrooms and students to classes
- G. Attend and participate in building and district meetings and workshops and conferences that contribute to overall student achievement, as appropriate
- H. Perform other duties as assigned by the Superintendent or his/her designee

**STATEMENT OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

**CRIMINAL RECORDS CHECK**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: January 12, 2018**

**Salary: Salary commensurate with candidate's experience**

**Beginning Date: ASAP**

**Contract Length: 220 days**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources  
tkammeraad@gulllakecs.org