



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

ADMINISTRATIVE POSTING

DATE: August 15, 2018

POSITION: ASSISTANT PRINCIPAL
Northville High School

COMPENSATION RANGE: Minimum base salary of \$92,000
Commensurate with prior experience
Northville Association of School Administrators

EXPECTED START DATE: 2018-19 school year

QUALIFICATIONS:

- Posses current Michigan teacher certification and have earned a Masters degree (or higher) in Educational Leadership, or related field, from an accredited institution
- Hold or be eligible for Secondary Michigan Administrative Certification
- Prior experience in school and/or district leadership, or other comparable instructional leadership determined by employment experience
- Evidence of ability to consistently foster collaboration, competency, and continuous improvement
- Secondary teaching or counseling experience
- Evidence of administrative capacity in all areas necessary to support the High School administration
- Excellent written and oral communication skills
- Demonstrated skill in creating a positive, open and enthusiastic school environment
- Ability to work cooperatively with students, staff, parents and community
- Extensive knowledge of Michigan's State Standards, curriculum development, use of student achievement data, PBIS and MTTs to provide leadership that supports meeting the needs of all learners
- Knowledge of a range of appropriate research-based interventions for secondary schools
- Experience with a variety of assessments (i.e. MME, M-Step, NWEA, SBA, SAT, local benchmark or common assessments, etc.)
- Demonstrated expertise in the development and administration of various types of effective assessment
- Demonstrated expertise in the organization, reporting, analysis and interpretation of school data
- Ability to guide staff in professional growth and effectively evaluate their performance
- Knowledge of International Baccalaureate MYP and DP (preferred)
- Knowledge of Advanced Placement (preferred)
- Evidence of commitment to innovation and high expectations for student growth and achievement
- Proven ability to plan for and lead/facilitate professional development
- Ability to work as part of an Administrative Council team focused on the District's interests and goals
- Proven record of putting the interests of children and learning first
- Strong technology skills and ability to integrate technology to enhance instruction and use of data
- Proven leadership in initiating and implementing change in the area of middle / high school instruction
- Evidence of commitment to using multiple forms of data to monitor and assess student, staff, program and school effectiveness, recommending appropriate actions that lead to continuous improvement

RESPONSIBILITIES (include, but are not limited to):

- Effectively carryout pertinent administrative functions delegated by the building Principal
- Build strong relationships with students, staff, parents and community relative the functions of the position

- Promote and maintain high standards of student conduct consistent with the Student Code of Conduct and related policies and procedures
- Conduct student investigations in accordance with applicable policies and law
- Create, organize and communicate data resources that support administrators, teachers, students and parents
- Collaborate and coordinate with school administrators and counselors in preparing for and executing compliant administration of a variety of state and local assessments
- Take a leadership role in assisting secondary building administration and counselors with the organization, analysis and application of students assessment data
- Central resource for data and information necessary to support the School Improvement / NCA process
- Collaborate with the Office of Instruction on coordination, disaggregation and application of data
- Work with building leaders and the Office of Instruction to consider recommendation for appropriate use of state and federal funds based on student eligibility and need
- Work with building leaders to further develop the MTSS process for providing appropriate interventions for students as needed
- Conduct proper teacher observations and evaluations
- Active participation and leadership in developing and facilitating professional development on topics related to assessment, data, growth measures, School Improvement, IB, and MTSS
- Ability to assist in facilitating school improvement and initiatives where needed to create a high-quality teaching/learning climate and culture
- Participate as an active member of relevant building and District committees or teams
- Promote strong parental and staff involvement through ongoing communication and engagement of stakeholders in matters pertaining to using assessment data to inform decision making
- Assist in the supervision of students
- Provide relevant professional development that builds capacity of staff, students and parents in the interpretation and use of data that supports learning and building goals
- Serve on District committees as assigned
- Assist in organizing, planning and facilitation of Registration, Open house, Parent Informational Meetings, and Parent-Teacher Conferences in relation to matters of assessment, data, post-secondary planning, etc.
- Periodic supervision of after-school and evening events as needed
- Plan, organize and facilitate proper testing administration
- Maintain consistent employee attendance
- Other duties as assigned

METHOD OF APPLICATION:

Interested applicants must apply online and include a letter of intent, resume, transcripts and letters of recommendations to:

Northville Public School District
Mr. Dave Rodgers
Asst. Superintendent of Human Resources
501 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Until Filled

Posting Authorized: 8-14-18 by Dave Rodgers, Asst. Superintendent of Human Resources

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.

