



CASSOPOLIS PUBLIC SCHOOLS

June 12, 2018

POSITION OPENING

Position: Elementary Assistant Principal

Reports to: Elementary Principal and Superintendent

General Responsibilities: The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.

Responsibilities:

- Assist the principal in developing and maintaining an effective educational program consistent with State and Federal guidelines and the philosophy, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports. • Assist the principal in the overall administration of the school; interpret and enforce school and school district policies and regulations.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.

Salary: To be determined.

Application procedure: Apply in writing to Dr. Angela Piazza, Superintendent,
Cassopolis Public Schools, 725 Center St., Cassopolis, MI 49031
Or email to cmartynowicz@cassopolis.org

(Posted 6/12/18, Until Filled)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.

All students will demonstrate the academic, technological and cultural competencies necessary to compete in a global society

**Cassopolis Public Schools
Administration Office**
725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0500
Fax: 269-445-0505
www.cassopolis.k12.mi.us

Superintendent

Dr. Angela Piazza
269-445-0503

Sam Adams Elementary School

114 S. Depot Street
Cassopolis, MI 49031
Phone: 269-445-0517
Fax: 269-445-0521

Principal

DeeAnn Melville-Voss
Phone: 269-445-0515

Assistant Principal

Debora Stermer
Phone: 269-445-0530

Ross Beatty Jr./Sr. High School

22721 Diamond Cove Street
Cassopolis, MI 49031
Phone: 269-228-5833
Fax: 269-445-3112

Principal

David VanLue
Phone: 269-445-0506

Dean of Students/Athletic Director

Matthew Brawley
Phone: 269-445-0543

Adult/Alternative Education

725 Center Street
Cassopolis, MI 49031
Phone: 269-445-0536
Fax: 269-445-2100

Director

Jeff Wernette

Special Education Director

Sara Park
Phone: 269-445-0503
Fax: 269-445-0505

Elementary Assistant Principal
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- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Serve as principal in the absence of the regular principal.
- Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers.
- Work with department heads and faculty in compiling the annual budget requests.
- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
- Assist in the reporting and monitoring of student attendance.
- Assist in maintaining discipline throughout the student body; deal with special cases as necessary.
- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Maintain a variety of files; prepare periodic and special reports as required.
- Identify the special needs of students on a regular basis, seeking the assistance of school system specialists as required.
- Supervise teachers and departments as assigned by the principal.
- Explain and interpret district-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
- Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
- Assist in the coordination and supervision of guidance services.
- Maintain and model high standards of professionalism.
- Perform related work as required.

Qualifications:

1. Master's Degree in Educational Leadership/Administration
2. Current / ability to obtain Michigan Principal's Certificate
3. At least five (5) years of successful public education experience