



CASSOPOLIS PUBLIC SCHOOLS

Cassopolis Public Schools
Administration Office
725 Center Street
Cassopolis, MI 49031
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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

May 30, 2018

POSITION OPENING

Position: Secondary Principal, Ross Beatty Jr./Sr. High School

Reports to: Superintendent

General Responsibilities: The job of the Jr.-Sr. High School Principal is to use instructional leadership and administrative skills in promoting the maximum educational development of each secondary school student.

Responsibilities:

1. Staff Personnel

- a. Assist in acquiring, supervising and developing the building's human resource so that the educational and other programs of the building might be most effectively implemented.
- b. Assign staff within the building to particular teaching or support positions.
- c. Supervise and direct the evaluation of individuals assigned to the building.

2. Curriculum and Instruction

- a. Maintain and improve the quality of the instructional program and school climate through being responsible for teacher implementation of the curriculum, through supervision of instruction and through assisting in the development of the instructional program for the district.
- b. Provide leadership in establishing and implementing educational goals and objectives for the school and in evaluating the attainment of those goals and objectives.

(see reverse side for additional information)

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 5/30/18; 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

Secondary Principal

May 30, 2018

- c. Direct the planning of building level staff development activities and in-service day programs.
- d. Collaborate with the Curriculum Director in district curriculum revision and curriculum resource selection efforts.
- e. Plan and implement an organizational framework to bring together the school's staff, students, facilities and programs in an effective instructional program.

3. Pupil Personnel

- a. Provide leadership and support for services which will foster the well-being of students and provide for their individual needs.
- b. Establish and direct behavior management systems which are consistent with the Board of Education Student Rights and Responsibilities Policies.
- c. Cooperate with other district level administrators in supporting programs, such as guidance and special education, that provide for the safety, emotional and physical well-being and enhanced educational opportunities for students.
- d. Provide orientation for students new to the building.
- e. Compile, secure and use student records in compliance with legal restraints and district policies.

4. School/Community Relations

- a. Foster and maintain effective two-way communication between the community.
- b. Organize and meet with parent/teacher organizations and other such advisory groups.
- c. Direct the release of information about the school through newsletters, meetings, newspapers, parent groups and other appropriate communication techniques.
- d. Present or supervise the presentation of reports to the Board of Education as directed by the Superintendent.
- e. Develop relationships and partnerships with individuals, business and community groups which foster support for school goals, objectives and programs.

5. Resource Management

- a. Supervise the operation of the building, equipment, and business procedures in ways that enhance the overall program.
- b. Direct custodial staff to insure the proper cleanliness and safety of the facilities.
- c. Assess the general condition and needs of the building and grounds and report them to the Director of Operations and Business Manager.
- d. Prepare and implement a budget which will adequately support school programs.

6. Professional and Personal Development

- a. Develop and maintain professional and personal skills and knowledge needed to provide effective leadership as a building principal.

7. Responsible for oversight and supervision/evaluation of all extra-curricular activities and athletic programming

8. Other duties as assigned by the Superintendent or his/her designee.

Qualifications:

- Master's Degree in Administration
- Current Michigan certification Building Administrator
- Minimum of three years teaching - preferably at the Secondary level