

Columbia School District
11775 Hewitt Rd. Brooklyn, MI 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641

July 2, 2018

Notice of Opening for 2018/2019 School Year
High School Assistant Principal

Job Description

The Assistant Principal is responsible for managing the operations of the school to continuously meet the goals and objectives. On daily basis, principals must perform a variety of tasks including overseeing staff performance, supervising student behavior, encouraging positive student attendance, and ensuring a positive school culture. The Assistant High School Principal will support all school initiatives will working collaboratively with the High School Principal. The Assistant Principal will report directly to the Columbia Central High School Principal.

Qualifications

Principals are required to have a master's degree or higher in education, and must have the appropriate administrative certificate for the State of Michigan.

Responsibilities

- Support a positive school culture.
- Manage disciplinary program; plan prevention programs, conduct investigations, create behavior plans, and implement restorative practices.
- Oversee building activity throughout the school day.
- Supervise lunch periods.

- Attend extracurricular activities outside of the school day to assist with supervision.
- Conduct teacher evaluations under the direction of the building principal.
- Lead and facilitate the student attendance program.
- Attend all School Board meetings
- Attend special events held to recognize student achievement and attend school sponsored activities.
- Be an ambassador for the district at work and in the community.
- Coordinate school and community outreach programs.
- Complete At-Risk reporting for the high school and oversee At-Risk programming.
- Assist building principal with school wide testing.
- Promote Columbia Central Jr. –Sr. High School through various forms of media.
- Help to support the academic, social, and emotional well being of students.
- All other duties as assigned by the Columbia Central High School Building Principal and/or the Superintendent.

Deadline: July 16, 2018, 12:00 PM

Send letter of interest, resume, proof of teacher and administrative certification,
references and three letters of recommendation to:

Monika Cook, Administrative Assistant to the Superintendent

Columbia School District

11775 Hewitt Rd.

Brooklyn, MI 49230

Monika.Cook@myeagles.org