

# PLEASE POST

## RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

**Position:** Elementary Principal

**Location:** Three Oaks Elementary

**Compensation:** Based on Administrative Salary Scale plus benefits

**Job Summary:** To serve as the administrator of an elementary school in developing, organizing and implementing programs and activities in a manner that promotes the educational development of each student and the professional development of each staff member.

**Qualifications and other requirements** – To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- ✓ Master's Degree or higher in educational leadership or administration and at least three (3) years of elementary teaching experience. Must have current Michigan administrative certification.
- ✓ Demonstrates a good work ethic and has high standards for work performance
- ✓ Has excellent interpersonal skills and has a proven ability to lead and work in teams
- ✓ Has ability to maintain strict confidentiality and understands the effects it has on others
- ✓ Is professional, exercises tact, and responds well under pressure
- ✓ Has excellent oral and written communication skills
- ✓ Has strong organizational skills with the ability to plan, implement, monitor, and evaluate multiple programs/services
- ✓ Has ability to problem solve, make decisions, and take responsibility for own decisions
- ✓ Has proven success in working with parents and students
- ✓ Has knowledge of school improvement processes, best practices in instruction and assessment, and effective professional development programming
- ✓ Is willing to become involved in the River Valley community
- ✓ Has successful experience as an assistant principal or principal preferred
- ✓ Has experience with planning, implementing, and evaluating a developmentally appropriate kindergarten through fifth grade program
- ✓ Has experience using technology for teaching, learning, and managing work

**Essential functions of the job include but are not limited to the following:**

- ✓ Reliable, regular, and punctual on-site attendance is required to perform the essential functions, duties, and responsibilities of a principal.
- ✓ Exercises leadership in planning, implementing, and evaluating educational programs and approved curriculum to meet the needs of all students.
- ✓ Plans, organizes, and directs all school activities.
- ✓ Assists staff, students, parents, and community members with setting and achieving school improvement goals, strategies, and measures of success for staff and students.
- ✓ Directs the activities of the professional and non-professional staff in the performance of their duties.
- ✓ Evaluates and counsels all staff members regarding their individual performance.
- ✓ Works with staff to design, implement, monitor, and evaluate programs and practices.
- ✓ Reports to central office staff and assists in finding solutions for meeting the needs of the school with respect to personnel, equipment, supplies, and curriculum.
- ✓ Develops a program of public relations in order to further the community's understanding and support of the educational program.
- ✓ Utilizes all resources of the school district and the community in developing the most effective educational program for students.
- ✓ Establishes guidelines for proper student conduct to maintain a safe, orderly environment for teaching, learning, and working.

## Posting Elementary Principal

- ✓ Implements Board of Education Policies and Administrative Rules and Regulations relating to the school and its programs/activities.
- ✓ Prepares or supervises the preparation of grant applications, reports, records, lists and all other functions required/requested in a timely manner.
- ✓ Prepares the overall school budget and efficiently monitors the expenditure of funds.
- ✓ Keeps the school community and superintendent informed of the building activities/events.
- ✓ Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
- ✓ Schedules IEPC meetings and supervises the overall planning and implementation of educational development plans for special education students.
- ✓ Performs other temporary or regular duties as assigned by the Superintendent.

**Physical requirements of the job** – While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, hear, read, operate a computer or other learning devices, reach with hands or arms, and may occasionally push or lift up to 50 lbs such as boxes of books and AV carts. The job requires the employee to be directly responsible for safety and well-being of other people.

### APPLICATION PROCEDURE:

Internal Candidates            Send a letter of application with qualifications for the position to the Superintendent.

External Candidates        MAIL a letter of application/resume, credentials, complete a district application, AND provide at least three (3) names of professional references with telephone numbers to:

Human Resources  
River Valley School District  
15480 Three Oaks Road  
Three Oaks, MI 49128

For additional info, contact – William Kearney, Superintendent at (269) 756-7675

**Date of Posting:** March 29, 2018

**Deadline Date:** April 30, 2018 or until filled

The River Valley School District 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, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Any person who believes that he or she has been discriminated against or denied equal opportunity or access to the District's programs, activities, or services may contact the District's "Compliance Officers": Mrs. Heidi Clark, Elementary Principal (extension 1601) or Mr. Patrick Breen, Middle/High School Principal (extension 1032), 15480 Three Oaks Road, Three Oaks, MI 49128, 269-756-9541.

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