

PLEASE POST

RIVER VALLEY SCHOOL DISTRICT INTERNAL/EXTERNAL POSTING

Position: Assistant Principal/Athletic Director

Location: Middle High School

Compensation: Based on Administrative Salary Scale plus benefits

Job Summary: The River Valley School District is seeking a highly qualified instructional leader. The successful candidate will have proven experience in leadership, student achievement and growth, school improvement, and curriculum. The assistant principal/athletic director shall assist the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District, while also managing the athletic program.

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 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 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 an assistant principal/athletic director.
- ✓ Serves as a liaison between coaches, parents, students and student athletes, administration, individual groups, and booster clubs; and utilizes all resources for the development of the most effective and efficient year round programs.
- ✓ Assesses need and exercises leadership in planning, implementing, and evaluating all athletic programs and athletic coaches.
- ✓ Develops the schedule and prepares contracts for all athletic contests and coaches within the framework of the regulations of the Michigan High School Athletic Association, as approved by the Board of Education. In collaboration with Supervisor of Transportation, arranges transportation for athletic teams in cooperation with the coaching staff.
- ✓ Provides leadership to the athletic staff to assure safety; proper care and use of facilities and equipment.
- ✓ Attends or facilitates game management of all home athletic events.
- ✓ Assist in the development, implementation, and evaluation of educational programs and approved curriculum to meet the needs of all students.

- ✓ Maintain a safe learning environment in the building and on school property, and administers appropriate student discipline.
- ✓ Assist in the development, implementation, and achievement of school improvement goals, strategies, and measurements of success.
- ✓ Assist in the employment, supervision, and evaluation of school personnel.
- ✓ Assist in the development and implementation of professional development, staff meetings, and school activities.
- ✓ Assist in the development of a community relations program to improve the relationship between the district and the community.
- ✓ Collaborate in the utilization of all district and community resources to provide the most effective educational program for students.
- ✓ Assist in the preparation and maintenance of master teaching schedules, required pupil records, and student accounting process.
- ✓ Administer employee negotiated contracts.
- ✓ Prepare reports, records, lists and all other documents as requested in a timely manner.
- ✓ Implement Board of Education Policies and Administrative Guidelines relating to the school and its programs/activities.
- ✓ 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.

ALL INTERESTED APPLICANTS must apply through the Hire Enterprise Online Application System: https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000561

Please upload your letter of interest, resume, reference letters, transcripts, and other pertinent information directly to your application.

Questions may be directed to Patrick Breen, Middle High School Principal at (269) 756-9541, Ext. 1032 or email him at pbreen@rivervalleysschools.org

Date of Posting: July 26, 2019

Deadline Date: August 13, 2019 or until filled

2

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, Chikaming Elementary Principal (extension 1701) 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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