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**JOB POSTING FOR 2024 - 2025 SCHOOL YEAR**

<b>TITLE:</b> Elementary Principal	<b>FLSA:</b> Exempt
<b>REPORTS TO:</b> Superintendent	<b>POSTED:</b> February 11, 2025
<b>SALARY:</b> Per Administrator Compensation Model Range is currently \$90,276 to \$112,859	<b>NUMBER OF DAYS:</b> 210 Days
<b>LOCATION:</b> Gateway North Elementary School (K-2 Building)	

**POSITION SUMMARY**

Under direction of the Superintendent, the Principal is responsible for administering, supervising and providing educational leadership for the students and staff members consistent with the educational goals established by the Board of Education. Functions include establishing a climate conducive to learning, defining roles, planning and coordinating programs, effecting change and decision-making.

**DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Additional duties may be performed by the individuals currently holding this position and additional duties may be assigned.*

- Is the instructional leader for the school.
- Leads through collaboration, respect, and dignity.
- Sets a vision for the school and demonstrates how his or her vision is informed by research and evidence based models.
- Implement systematic procedures to assess program effectiveness.
- Monitor curriculum implementation to ensure that the appropriate content and sequence are followed.
- Ensure that St. Johns Public Schools policies and procedures as well as state and federal laws are followed.
- Develop a master schedule and related duty assignments.
- Coordinate the development and implementation of a school discipline policy that is consistent with the St. Johns Public Schools policy on Student Rights and Responsibilities and state law.
- Work with teachers, parents, the District Advisory Team and the Superintendent to ensure appropriate programming for all students.

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- Identify staff training needs; develop and implement school improvement training plan to meet those needs.
- Supervise and evaluate staff.
- Develop requests for staffing and resources; manage the building's budget.
- Prepare a variety of written reports and correspondence.
- Establish and maintain relationships with the PTO and other community organizations to ensure ongoing, two-way communication and initiate activities which foster productive parents and community.
- Serve on St. Johns Public Schools task forces and committees.
- Perform related work as required.

## **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

### **EDUCATION:**

- A master's or higher degree in educational leadership or administration from regionally accredited college or university with an approved administrator preparation program *preferred*.
- A bachelor's or higher degree from a regionally accredited college or university if alternate route to certification is used for certification

### **CERTIFICATES, LICENSES, OR REGISTRATIONS:**

- Michigan School Administrator Certificate *preferred*
- Willing to obtain Michigan School Administrator Certificate if not currently holding a valid certificate

### **EXPERIENCE:**

- Minimum of 5 years in teaching, administration or supervision of which at least 3 years must have been teaching in an elementary or secondary school classroom.
- Completion of administrative internship program and/or experience as an assistant principal *preferred*
- Experience working with K-2 grade students *preferred*
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities and skills necessary to perform effectively in the position may be considered.

### **SUPERVISION / TECHNICAL RESPONSIBILITY:**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include addressing complaints and resolving problems, assisting with interviewing and hiring and training employees.
- Supervise and evaluate staff. Experience with the 5D+ Teacher Evaluation Rubric *preferred*

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### **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of curriculum, instruction, organizational patterns, school operations and pupil services.
- Demonstrated competence in staff selection, training, supervision and evaluation.
- Demonstrated problem-solving skills.
- Demonstrated ability to act effectively under stress.
- Demonstrated organizational skills.
- Ability to motivate, encourage and work with staff to ensure outstanding performance as well as good morale.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

### **REQUIRED:**

- Ability to write reports, correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
- Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.
- Ability to establish positive working relationships, demonstrate customer service skills, and function in a professional manner.
- Ability to handle stressful situations and maintain a calm and professional demeanor.
- Instructional leader of the building. Background with professional learning communities.

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### **EVALUATION:**

- Performance shall be evaluated by the Superintendent or designee in accordance with the administrator's contract.

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**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

**WORK ENVIRONMENT:**

Frequent overtime or night work is required. Work beyond a 40-hour week and attendance at evening and weekend meetings as required. Ability to respond to school requirements at any time. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through [Fast Track](#).

A completed online application is required for all applicants.

This position will be posted through February 25, 2025, or until filled.

*It is the policy of St. Johns Public Schools that no discriminatory practices based on sex (including sexual orientation and gender identity), race, religion, color, age, national origin, disability, height, weight, marital status, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance.*

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