

HANCOCK PUBLIC SCHOOLS

501 Campus Drive – Hancock, MI 49930 (906) 487-5925 – Fax (989) 455-2255 - www.hancockpublicschools.org

SUPERINTENDENT Chris M Salani

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NOTICE OF VACANCY – HANCOCK CENTRAL HIGH & MIDDLE SCHOOL PRINCIPAL

Hancock Public Schools is looking for the right person to lead our high school and middle school educational team, and to be a transformational resource for our students, families and community. This professional as well as personal experience, will be a priceless and rewarding opportunity for our new leader, as well as for our Bulldog Community as a whole.

We are looking for a dynamic administrator and educator who is certified by the state of Michigan, however we will invest in the certification of the right candidate if they do not currently have this certification. We are looking to fill this position as soon as possible, with the posting remaining open until filled.

POSITION DETAILS

Under the direction of the Superintendent, the Principal is responsible for providing: educational leadership and management; oversight of instructional personnel; and implementing educational programming, curriculum, instruction, assessment, discipline, safety and district policies and procedures within the building.

REPORTS TO AND EVALUATED BY

Superintendent

QUALIFICATIONS

1. Master's degree or higher in Teaching, Educational Leadership, Administration, or a comparable program.
2. Possession of a valid Michigan School Administrator Certificate or eligibility to obtain certification within three years as a condition of employment.
3. Prior administrative experience in a high school and middle school setting is preferred.
4. Possession of a valid Michigan teaching certificate preferred. Three years of successful teaching experience is required. Experience teaching high school and middle school students preferred.
5. Knowledge of Special Education laws and best practices.
6. Understanding and prior experience managing a school budget.
7. Passionate about leading educators in a student-centered learning community.
8. Strong communication skills to develop productive educational experiences for students, teachers, and families
9. Social and emotional intelligence to navigate complex interpersonal relationships.
10. Service-oriented and collaborative with the ability to build capacity in others.

11. Knowledge of PBIS (Positive Behavior Intervention and Supports), MTSS, and the process of school-wide implementation.
12. Knowledge of Michigan Merit Curriculum and middle school curriculum and programs.
13. Skill and experience with Google and Power School systems preferred.
14. Must submit to and pass a criminal background check.
15. Creating a learning environment that is appropriate for the learners.
16. Assisting teachers in the implementation of an instructional program that is suitable for learners.
17. Evaluating the effectiveness of the instructional program as it is being implemented in the school.
18. Evaluating the effectiveness of individual staff members.
19. Arranging opportunities for staff members to improve their competencies as facilitators of learning.
20. Managing the high school and middle school budgets, class and building schedules, and the care of the facility.
21. Communicating the goals, objectives, and achievements of the school to the students, parents, staff, and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensuring that student-centered teaching and learning is the focus of plans, initiatives, expectations, and directives by placing the learning, social, emotional, and mental health needs of students at the forefront of decision-making.
2. Responsible for overseeing, directing, and supervising all educational operations, educational personnel, and educational activities within the school.
3. Directs, monitors, and collaborates with the counselors, and social worker.
4. Manages, implements, and oversees student discipline and restorative practices in collaboration with the Dean of Students and intervention teams.
5. Directs and supervises instructional staff and administrative support personnel within the building to ensure timely, efficient, and effective systems.
6. Coordinate with the Superintendent and district team to oversee, implement, or delegate the following:
 - Developing a master schedule, course guide, staff and student handbook, mentor handbook
 - Pupil accounting and registrar responsibilities
 - Observing and evaluating all instructional staff in accordance with state laws and district policies
 - Overseeing, problem-solving, and resolving issues, concerns, and personnel actions
7. Collaborates and works closely with other administrators, staff, students, and the community in addressing and meeting the educational needs and goals of the school, its students, and its families.
8. In collaboration with the administrative team, designs, implements and directs professional learning opportunities for teachers and instructional staff.
9. Recruits, screens, interviews, and recommends personnel to be hired.
10. Monitors goals and progress concerning student performance and assessment/testing results.
11. Assists with curriculum reviews, implementation plans, and adoption of materials on a schedule.
12. Facilitates a wide variety of public relations activities within the community as they pertain to student achievement and growth, programming, and parent information.
13. Coordinates with the counseling and intervention teams to deliver extension activities, including but not limited to:
 - Parent informational meetings
 - Student and family activities
 - Parent-teacher conferences, open houses, and special events

14. Addresses issues, concerns, and disputes over discipline, activities, programming, and/or curriculum.
15. Manages the building budget.
16. Ability to build a professional environment of mutual respect, teamwork, and accountability.
17. Supervises the daily use of the school facilities for both academic and nonacademic purposes.
18. Attends Board of Education meetings.
19. In collaboration with the Superintendent and business manager, administers and monitors all school programs, state and federal grants, and curriculum in accordance with various local, state, and federal rules, standards, and guidelines.
20. Serves as a liaison between building-level personnel and the Superintendent.
21. Ability to integrate technology into the everyday workflow for research, data management, reporting, communication, and instruction.
22. Exhibits a high level of professionalism with the ability to calmly handle crises and confidential information using good judgment and a positive, flexible attitude.
23. Serves as the Special Education Director and collaborates with the Special Education staff / teams to develop and ensure inclusive Special Education services and programs.
24. Works with the Operations / Transportation Director as needed.
25. Works with district administration to provide a safe and secure school environment.
26. Maintains records necessary for completing District and State reports.
27. Completes other duties as assigned by the Superintendent or designee.

COMPENSATION

Competitive Salary & Benefits -- Negotiable dependent upon experience.

APPLICATION PROCEDURES

Send resume and letter of interest to the following:

Mr. Chris M Salani, Superintendent
Hancock Public Schools
501 Campus Drive
Hancock, MI 49930
csalani@hancock.k12.mi.us

POSTING DATE

August 20, 2024

START DATE

Anticipated October 2024

APPLICATION DEADLINE

Open Until Filled

Hancock Public Schools is an Equal Opportunity Employer