

PLEASE POST

Announcement of Employment Opportunity with St. Clair Shores Adult & Community Education

23055 Masonic Boulevard, St. Clair Shores, MI 48082
(586) 285-8880

POSITION: North Lake High School Principal
(Alternative High School)

OVERVIEW:

North Lake High School is a 9-12 grade alternative school serving approximately 120-130 students ages 16-20 years old with academic, behavioral, and at risk issues. The Principal is responsible for educational leadership, student achievement, evaluations, and curriculum implementation. The Principal is responsible for the overall operation of the school.

QUALIFICATIONS: Master's Degree required, with valid certification in Secondary Educational Administration. Educational Specialist certification preferred, with coursework in educational leadership and curriculum implementation. Appropriate educational certification as required by the school district.

- ❖ Experience in an alternative high school.
- ❖ Excellent leadership, communication, interpersonal, and organizational skills required.
- ❖ Ability to motivate staff. Knowledgeable about strategies to support teaching and instruction.
- ❖ Experience in leading and guiding organizational change.
- ❖ Demonstrated knowledge of current educational issues including: Annual Yearly Progress, and No Child Left Behind, data analysis, conflict resolution, team building, and Alternative Education concerns.
- ❖ Demonstrated leadership in building parent/community relationships, staff development and human relations.
- ❖ Ability to work with at-risk students.
- ❖ Familiar with budgeting and fiscal processes. Ability to administer program budget.

RESPONSIBILITIES:

The North Lake High School Principal will be an innovative, creative instructional leader committed to develop and maintain a quality educational program and who will:

- ❖ Provide leadership that assures development of a challenging curriculum, enhanced student achievement, and comprehensive and positive learning atmosphere.
- ❖ Understand and communicate the mission/vision to help ensure success of the program.
- ❖ Strive to ensure, in collaboration with the entire school community, that each student is educated to achieve and maximize their potential
- ❖ Promote a safe learning environment.
- ❖ Work with local agencies and alternative education programs to expand activities and opportunities for students.
- ❖ Foster positive relationships with parents, community members, and volunteers to assist in the success of the students.
- ❖ Work collaboratively with school and district improvement teams in the implementation of curriculum and improvement plans.
- ❖ Support the provision of professional development programs and activities for staff.

RESPONSIBILITIES CONTINUED:

- ❖ Monitor the effectiveness of the program. Responsible for teacher evaluations.
- ❖ Participate in district wide activities, in-services, and committees as appropriate.

- ❖ Direct scheduling of staff and students.
- ❖ Other appropriate duties as assigned.

TERMS OF EMPLOYMENT:

212 Work Days/Year – Open Immediately

Yearly Salary: \$71,000.00+ depending on experience and qualifications

Paid Sick/Personal Days, Medical, Dental, Optical, Life Insurance, mileage reimbursement for school related business.

Reports to the Director of St. Clair Shores Adult and Community Education

Please email or mail resume, credentials, and letter of interest to:

Becky Whitfield, Director

St. Clair Shores Adult and Community Education

23055 Masonic Boulevard

St. Clair Shores, MI 48082

Email: bwhitfield@lsps.org

Date Opened: February 5, 2011

Deadline: Until Position is Filled

Fax Copies will not be accepted.

Please note if you wish your application to be kept confidential.

It is the policy of SCSAE that no person shall, on the basis of race, creed, color, national origin, gender, marital status or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.