

Administrative Posting 2024-25 School Year

Middle School Principal (Grade Levels 6-8)

Qualifications and Requirements:

- Masters Degree or higher in Educational Leadership/Curriculum Development, or equivalent.
- Meet State of Michigan Administrative certification requirements.
- Four years of successful secondary teaching experience, preferred.
- Knowledge of applicable federal, state, and local laws, policies, rules and regulations as it relates to school administration.
- Ability to evaluate performance and effectiveness of programs and staff.
- Demonstrated knowledge of Michigan Merit Curriculum & curriculum development, instructional strategies and assessment practices to improve student achievement.
- Ability to establish priorities to meet the needs of students through collaboration with staff and parents.
- Experience working with school improvement planning and process, accountability, and uses data to drive decision-making.
- Ability to work as a collaborative team leader.
- Strong understanding of Multi-Tiered Systems of Supports.
- Commitment to Professional Learning Communities.

Essential Job Functions:

- Keeps the superintendent informed of the school's activities and problems.
- Establish and maintain an effective learning environment in the building.
- Make recommendations concerning the school's instruction and administration.
- Prepare and submit the building school budget requests and monitor expenditures of funds.
- Supervises and maintains all required records and reports required by law and appropriate to the school's administration.
- Enforce district policies and administrative regulations.
- Maintain relationships with students, families and the community.

Essential Job Functions:

- Leads in the development, implementation and monitoring of instructional programs.
- Demonstrates high standards of expectations for students, teachers and staff.
- Responds to written and oral requests for information.
- Uses a variety of methods to communicate effectively with staff, students, stakeholders and community.
- Possesses positive, strong moral personal and professional ethics and characteristics.

Duties include responsibility for student management and discipline; supervision of all staff and programs within the building. Other duties as assigned.

Apply in writing, include a letter of interest, resume, transcripts, Michigan Administrative and Secondary Teaching Certifications and three letters of recommendation. Application materials should be submitted in one PDF attachment emailed to: jobs@lasd.net.

Address materials to: Dr. Kyle B. Corlett, Superintendent, Ludington Area School District, 809 E. Tinkham Avenue, Ludington, Michigan 49431.

Deadline to apply is May 15, 2024 at 3:00 p.m.

Salary range \$100,881 - \$111,740.