

Marvin Taylor
Superintendent

Sarah Belanger
Administrative Assistant

Gary Wood
Elementary Principal

April Margaritis
High School Principal



Mio AuSable Schools
Knowledge - Responsibility - Respect

**1110 West Eighth Street
Mio, MI 48647
989.826.2400
www.miok12.net**

Todd Wyckoff, *President*

Allison Long, V. *President*

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ELEMENTARY (K-5) PRINCIPAL JOB POSTING

TITLE: K-5 Elementary Principal Job Posting

HOURS: Hours, job title, salary, and work conditions commensurate upon experience and assigned duties.

This position is for the 2024-2025 school year.

Description: See attached job description.

Status: Administration

For detailed job requirements, please contact Marvin O. Taylor, Superintendent.

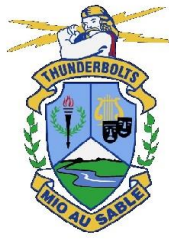
Letters of intent should be sent to:

Marvin O. Taylor, Superintendent
Mio AuSable School District
1110 West 8th St.
Mio, MI 48647

Email: taylorm@mio.k12.mi.us

DEADLINE: Until filled.

Posted: April 2, 2024



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April 2, 2024

POSITION: K-5 Elementary Principal
LOCATION: Mio AuSable School District
REPORTS TO: Superintendent

GENERAL DESCRIPTION:

Resumes are being accepted to fill a vacancy for a K-5 Elementary Principal. The position starting date is for the 2024-2025 school year. The Elementary Principal will be working with students and faculty in grades K-5. General areas of responsibility include addressing student discipline, serving as the instructional leader in the K-5 setting, supervising elementary instructional and support staff, scheduling, and other duties as assigned.

QUALIFICATIONS:

Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check. Be capable of performing and successfully completing the tasks & responsibilities of this position. Demonstrate personal reliability, dependability, and initiative. Possesses the ability to get along with others, to follow directions, and to work independently. Show pride in doing a job well and recognize the job as important and essential to the smooth running of the total educational program. Demonstrate good personal habits: mature and responsible judgment, honesty, patience, friendliness, industriousness, good appearance. Demonstrate ability to read, write and use computational skills at proficiency level appropriate to do tasks of position. Positive human relations skills essential in working with students, staff, and the public. Demonstrate successful working relationships with children, including those with special needs. Previous experience in a similar role preferred.

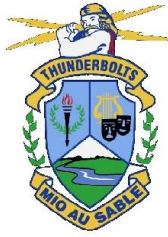
ADDITIONAL QUALIFICATIONS:

- Possess a minimum of five years of teaching experience.
- Possess a master's degree in education or a related field.
- Possess a valid teaching certification and principal certification.
- Strong leadership and communication skills.
- A deep understanding of elementary curriculum and instructional practices.
- The ability to manage a diverse group of educators and support staff.
- A commitment to ongoing professional development and learning
- A passion for student achievement and success.

ESSENTIAL PERFORMANCE DUTIES AND RESPONSIBILITIES:

The job description below is not all inclusive and is meant to provide an overview of the position.

- Possess great flexibility in stressful situations and the ability to always keep a calm demeanor.
- Have a willingness to attend after school and extracurricular events throughout the entire school year.
- Prioritize service to others. This means going out of one's way to prioritize the needs of others including students, staff, and members of the community.
- Possess the ability to successfully manage short and long-term projects.



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- Possess the ability to manage and prioritize multiple tasks simultaneously. Be able to prioritize the most important needs in a given moment.
- Successfully manage, monitor, and supervise students (e.g., before and after school, lunchroom, bathrooms, hallways, buses, parking lots, etc.)
- Develop and supervise student programs and activities.
- Manage student behavior matters, perform investigation of student discipline problems, administer consequences within prescribed parameters of the Student Handbook.
- Identify and implement appropriate actions to manage student conduct.
- Establish positive relationships with students to deter student misconduct.
- Review and complete reports of student misconduct cases that require disciplinary action to ensure recommendations conform to district policy.
- Provide due process for all student discipline cases.
- Maintain disciplinary records in a timely and efficient manner.
- Communicate with court officials, social workers, probation officers, police liaison officer, students, and parents regarding student attendance, truancy, discipline, and welfare.
- Monitor school security (e.g., secure building, monitor parking lots, etc.)
- Collaborative with staff, work to maintain a safe and orderly school environment.
- Maintain positive relations with parents, parent groups, school volunteers, and outside agencies.
- Contact parents as needed regarding any duties described herein.
- Coordinate services with agencies and community organizations when necessary.
- Coordinate, implement, and supervise co-curricular and extracurricular programs and activities.
- Lead certified staff in matters of student discipline, safety, and activities.
- Develop and manage building schedules and routines.
- Provide support to staff when necessary.
- Successfully manage lockdown drills, tornado drills, and fire drills.
- Coordinate emergency response for students and staff if necessary.
- Perform other duties, functions, and responsibilities as assigned.
- Develop effective working relationships with students, staff, and the school community.
- Be able to meet multiple demands from several people.
- Demonstrate ability to be a team player and be willing to work well with others.
- Be punctual and in good attendance.
- Maintain a professional appearance.
- Regulate emotions effectively, especially when circumstances are difficult.
- Facilitate the district's continuous improvement efforts.
- Other duties as assigned.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret professional periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondences, and procedure manuals. Ability to effectively present information and respond to questions from staff, students, parents, and other personnel as appropriate.



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MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

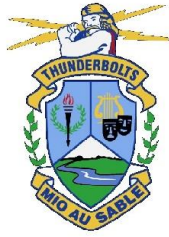
Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives (school improvement plan goals) and the needs and abilities of students to whom assigned. Must have essential technology skills, i.e. skilled at PC computer, laptop, and other educational technology. Ability to establish and maintain effective working relationships with students, peers, parents, and other community members. Must possess the ability to speak clearly and concisely in written and oral communication. Must be able to meet multiple demands from several people. Must be organized.

PHYSICAL DEMANDS:

While performing the duties of this position, it is required to regularly climb or balance, stoop, kneel, crouch or crawl, and talk/hear. Exposure to continuously standing, walking, and occasionally running may occur. The individual may frequently bend or twist at the neck and trunk, squat, reach above the ear or reach forward and repeat the same gross and hand fine motion more than the average person. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by performance of this position include close and distance vision.

WORK ENVIRONMENT:

While performing the duties required by this position, the employee may work indoors or outdoors and occasionally in temperatures above or below 95 to 100 degrees Fahrenheit. The noise level in the work environment is usually loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being, and work output of students. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and stoop, kneel.



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DEADLINE FOR SUBMISSION OF MATERIALS:

Until the position is filled.

PLEASE SEND COVER LETTER, RESUME, CREDENTIALS, AND THREE REFERENCES TO:

Marvin Taylor, Superintendent

Mio AuSable School District

1110 W. 8th St.

Mio, MI 48647

Or send in a PDF attachment via email to: taylorm@mio.k12.mi.us

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mio AuSable School District will comply with Titles VI and IX of the Civil Rights Act with Section 504 of the Rehabilitation Act of 1973 as amended. No person on the grounds of race, color, sex, national origin, or handicap will be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity.

The district will comply with the Michigan Handicapper's Civil Rights act of 1977 regarding employment and utilization of educational facilities without discrimination because of religion, race, national origin, age, sex, height, weight, marital status or handicap.