

Baldwin Community Schools

Richard Heitmeyer, Superintendent

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"Preparing Students for the Promise of Tomorrow"



BALDWIN COMMUNITY SCHOOLS JOB POSTING

SECONDARY PRINCIPAL

Baldwin Community Schools is seeking a Secondary Principal for grades 6 through 12. The Secondary Principal is primarily responsible for managing and supervising the daily operations of the secondary school building which includes both middle and high schools. The principal ensures the educational process is meeting the needs of the students, parents, school board and superintendent. The Secondary Principal establishes both short- and long-term strategic plans consistent with district policy and provides educational leadership to establish a climate conducive to learning, planning and program development.

PROFESSIONAL QUALIFICATIONS OF CANDIDATES:

- Valid Michigan Teaching Certificate and five (5) years successful teaching experience;
- Valid Michigan School Administrator Certificate or enrolled in a planned program to obtain it;
- Master's Degree or higher in school administration or related educational field required;

HOW TO APPLY

If you are ready to change the lives of the students you serve, join us at Baldwin Community Schools. The Board of Education and Leadership Team are committed to providing a first class education to ALL of our students.

If you are ready, then send **ONE PDF FILE** that includes your cover letter, resumé, three letters of recommendation, your college transcripts, and copies of your certifications to jobs@bcsdmi.com.

If you have any questions, please contact Superintendent Rick Heitmeyer at (231) 745-4791. **The deadline to apply for this position is Friday, April 12, 2019, at 4 p.m. The position will remain open until it is filled.**



JOB DESCRIPTION

TITLE:	Secondary Principal (Grades 6-12)
REPORTS TO:	Superintendent
JOB FUNCTION:	The Principal shall serve as the educational leader and chief administrator of the school.

DISTRICT DESCRIPTION: Baldwin Community Schools is a small school district in Lake County, serving approximately 521 students. Baldwin features a diverse population and offers many unique opportunities including a balanced calendar and a commitment to students that is second to none. The school district's vision is "Preparing Students for the Promise of Tomorrow." Baldwin Community Schools strives to enrich the lives of all of its students on a daily basis. Baldwin features low class sizes, social and emotional supports for students, and many other facets that schools our size usually do not offer.

POSITION SUMMARY: The Secondary Principal is primarily responsible for managing and supervising the daily operations of the secondary school building which includes both middle and high schools. The principal ensures the educational process is meeting the needs of the students, parents, school board and superintendent. The Secondary Principal establishes both short and long- term strategic plans consistent with district policy and provides educational leadership to establish a climate conducive to learning, planning and program development.

DUTIES AND RESPONSIBILITIES:

- Lead through the leveraging of the district systems and routines, while maintaining a drive for results by demonstrating persistence, directness, and the ability to monitor and plan ahead.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Demonstrate cultural proficiency and uses culturally relevant routines and practices.
- Leverage and monitor the district's talent management system to recruit, hire, assign, evaluate, and retain the instructional talent required to impact student and teacher performance.

- Cast a vision of and monitors for instruction and strategies that address the wide range of learning, behavioral, and communication styles of the student population.
- Maintain visibility with students, teachers, parents and the district.
- Demonstrate an extensive knowledge of the district visions for high quality, subject specific instruction and the capacity to coach teachers for growth in instructional routines.
- Administer a system of ongoing data collection and analysis, through collaborative routines, to inform a continuously responsive and adaptive system of tiered instruction.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the district including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures.
- Ensure compliance with all laws, board policies and civil regulations.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the district's philosophy, mission statement and instructional goals.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Lead the evaluation and selection process of instructional materials and equipment, making recommendations to the superintendent.
- Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the district. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
- Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.

- Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school and in the home.
- Initiate and maintain consistent communication with community members and community partners, building on and leveraging their strengths as co-educators.
- Establish and maintain efficient procedures and effective controls for the expenditure of school funds in accordance with the adopted budget, subject to the direction and approval of the district.

ADDITIONAL QUALIFICATIONS:

As a *Blueprint* district, we are seeking a principal who is committed to leading the systemic reconfiguration of the district at the building level, while sustaining the organization's sense of urgency in realizing dramatic improvement in student and teacher performance in a short amount of time.

Qualified candidates should skillfully demonstrate the following leadership competencies:

- *The ability to prioritize student-learning needs over the customs, routines, and established relationships that can stand in the way of necessary change;*
- *the strong desire to achieve outstanding results in a short amount of time;*
- *the ability to motivate others and influence their behaviors;*
- *the power to stay visibly focused and self assured despite the barrage of personal and professional attacks common during turnaround;*
- *the talent to foster collective responsibility and ownership for greater student achievement;*
- *the capacity to rigorously create and sustain a well-orchestrated system of ongoing data collection and analysis to inform a continuously responsive and adaptive system of tiered instruction attentive to students' specific academic needs;*
- *the aptitude to sustain an effective system of shared leadership and responsibility throughout the school;*
- *the commitment to allocating higher percentages of district funds towards the direct instruction of students and job-embedded, teacher-specific professional development aligned to students needs.*

PROFESSIONAL QUALIFICATIONS OF CANDIDATES:

- Valid Michigan Teaching Certificate and five (5) years successful teaching experience;
- Valid Michigan School Administrator Certificate or enrolled in a planned program to obtain it;
- Master's Degree or higher in school administration or related educational field required;
- Willingness and ability to lead and participate in district-wide activities, professional development days, committees, and events as appropriate;
- Willingness and ability to interact with students in a constructive manner to encourage each individual to perform at their highest level;
- The knowledge and understanding of how to use data to improve learning;
- Willingness and ability to implement policy and procedure changes from the Board, State, and Federal government at the building level.