



ANCHOR BAY SCHOOL DISTRICT

Human Resources Department

5201 County Line Rd Suite 100 Casco Twp. MI 48064

Phone: (586) 725-2861 Fax: (586) 727-9059

NOTICE OF VACANCY

POSITION:	SECONDARY LEVEL ASSISTANT PRINCIPAL
LOCATION:	To be determined
HOURS:	Flexible (after school, evenings, weekends, and summer, as required)
COMPENSATION:	Salary Range: \$95,382 to \$106,566, depending on location assigned and experience

JOB REQUIREMENTS:

- Minimum of a Master's Degree and a valid Michigan Teaching Certificate.
- Implement Instructional Program by supervising and evaluating professional staff
- Establish and maintain a positive learning climate through adherence and enforcement of district and school policies, rules and procedures for staff, students and community.
- Manage the school budget, facility maintenance needs, and required record-keeping functions of the school.
- Participate in a leadership role in district wide activities, in-service events and professional development opportunities.
- Establish and maintain a positive communications network for staff, students and parents
- Monitor and evaluate academic programs using instructional software programs and standardized achievement data, recommending program improvements as needed.
- Supervise after-school activities and athletic programs, including contests, and assist the building principal and athletic administration in evaluating coaching staff.
- Other duties as assigned by the building principal and Central Administration.

Please apply online, include a resume and three (3) letters of professional recommendation:

www.anchorbay.misd.net

Anchor Bay School District does not discriminate on the basis of race, creed, color, age, national origin, sex, marital status, or handicap.
Anchor Bay School District is an equal opportunity employer