



**Job Code:** MGR-2018-ELEMENTARY PRINCIPAL

**Status:** Open

**Positions:** Elementary Principal

**Location:** To Be Determined

**Category:** Administrator

**Salary:** Starting \$84,603

**Posting Date:** 04/10/2018

**Deadline Date:**

**Starting Date:** 08/01/2018

**Reports To:** Executive Administrator of Schools

- Qualifications**
- Master's Degree in Administration from an accredited institution with a major in Education Administration or its equivalent preferred.
  - State of Michigan administrative certification required. State of Michigan teacher certification preferred.
  - Worked successfully for a period of at least five (5) years in the educational field.
  - Demonstrated record of improved student achievement.
  - A deep understanding of data, curriculum and instruction.
  - Ability to problem solve, critically think and resolve issues.
  - Ability to positively influence and support a diverse student population and school community.

- Description**
- Under the direction of the Executive Administrator of Schools, the Elementary Principal serves as the instructional/educational leader responsible for student learning, personnel management, scheduling, emergency management, facility operations and is accountable to meet and exceed goals as established by the District.
- Ensure excellence through equity and access for all students.
  - Lead, support and supervise the implementation of state standards, standards for college and career readiness and district curriculum of elementary schools in all subjects.
  - Lead and support the use of digital learning tools including a learning management system, student information system, grade book and collaboration services.
  - Lead and support the development of digital content and the use of assessment tools to measure student learning.
  - Lead and promote the analysis of historical and real-time data to drive educational decisions.
  - Provide leadership in the development and implementation of the school improvement plan, aligning the plan with the District's vision, mission, initiatives and district improvement plan.
  - Supervise the instructional program and evaluate the performance of teachers.
  - Lead and supervise the implementation of research based instructional strategies for all grade levels including but not limited to sub-group populations.
  - Implement in-depth and on-going professional development to support instructional strategies.
  - Monitor and assess the performance of the students through data analysis.

- Align resources with goals and priorities.
- Monitor the revenue and expenditures of the individual school.
- Attend, lead, supervise and participate in school and district activities including but not limited to graduation, extra-curricular activities and conferences.
- Communicate regularly with all stakeholders using a variety of media.
- Effectively lead, positively influence and support a culturally diverse educational community.
- Create and maintain a safe environment for all stakeholders.
- Perform such other duties as assigned.

**Method**

Applicants must apply online at [jobs.uticak12.org](http://jobs.uticak12.org). Please scan your letter of application, resume, transcripts, credentials, letters of recommendation and certificates and upload to your online application. Any questions may be directed via phone at 586.797.1130.

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<b>Job Code:</b>	MGR-2018-JUNIOR HIGH SCHOOL ASSISTANT PRINCIPAL
<b>Status:</b>	Open
<b>Positions:</b>	Junior High School Assistant Principal
<b>Location:</b>	To Be Determined
<b>Category:</b>	Administrator
<b>Salary:</b>	Starting \$81,349
<b>Posting Date:</b>	04/10/2018
<b>Deadline Date:</b>	
<b>Starting Date:</b>	08/01/2018
<b>Reports To:</b>	Junior High School Principal
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Master's Degree in Administration from an accredited institution with a major in Education Administration or its equivalent preferred.</li><li>• State of Michigan administrative certification required. State of Michigan teacher certification preferred.</li><li>• Worked successfully for a period of at least five (5) years in the educational field.</li><li>• Demonstrated record of improved student achievement.</li><li>• A deep understanding of data, curriculum and instruction.</li><li>• Ability to problem solve, critically think and resolve issues.</li><li>• Ability to positively influence and support a diverse student population and school community.</li></ul>
<b>Description</b>	<p>Under the direction of the Junior High School Principal, the Junior High School Assistant Principal serves as the instructional/educational leader responsible for student learning, personnel management, scheduling, emergency management, facility operations and is accountable to meet and exceed goals as established by the District.</p> <ul style="list-style-type: none"><li>• Ensure excellence through equity and access for all students.</li><li>• Support and assist in the implementation of state standards, standards for college and career readiness and district curriculum of high schools in all subjects.</li><li>• Support and promote the use of digital learning tools including a learning management system, student information system, grade book and collaboration services.</li><li>• Support and promote the development of digital content and the use of assessment tools to measure student learning.</li><li>• Support and promote the analysis of historical and real-time data to drive educational decisions.</li><li>• Assist in supervising the development and implementation of the school improvement plan, help to align the plan with the District's vision, mission, initiatives and district improvement plan.</li><li>• Assist in supervising the instructional program and evaluating the performance of teachers.</li><li>• Assist in supervising the implementation of research based instructional strategies for all grade levels including but not limited to sub-group populations.</li></ul>

- Assist in the implementation and delivery of in-depth and on-going professional development to support instructional strategies.
- Monitor and assess the performance of the students through data analysis.
- Support the alignment of resources with goals and priorities.
- Assist in monitoring revenue and expenditures of the individual school.
- Attend, supervise and participate in school and district activities including but not limited to graduation, extra-curricular activities and conferences.
- Communicate regularly with all stakeholders using a variety of media.
- Positively influence and support a culturally diverse educational community.
- Create and maintain a safe environment for all stakeholders.
- Perform such other duties as assigned.

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**Job Code:** MGR-2018-JUNIOR HIGH SCHOOL PRINCIPAL

**Status:** Open

**Positions:** Junior High School Principal

**Location:** To Be Determined

**Category:** Administrator

**Salary:** Starting \$87,577

**Posting Date:** 04/10/2018

**Deadline Date:**

**Starting Date:** 08/01/2018

**Reports To:** Assistant Superintendent for Teaching and Learning

**Qualifications**

- Master's Degree in Administration from an accredited institution with a major in Education Administration or its equivalent preferred.
- State of Michigan administrative certification required. State of Michigan teacher certification preferred.
- Worked successfully for a period of at least five (5) years in the educational field.
- Demonstrated record of improved student achievement.
- A deep understanding of data, curriculum and instruction.
- Ability to problem solve, critically think and resolve issues.
- Ability to positively influence and support a diverse student population and school community.

**Description**

Under the direction of the Assistant Superintendent for Teaching and Learning, the Junior High School Principal serves as the instructional/educational leader responsible for student learning, personnel management, scheduling, emergency management, facility operations and is accountable to meet and exceed goals as established by the District.

- Ensure excellence through equity and access for all students.
- Lead, support and supervise the implementation of state standards, standards for college and career readiness and district curriculum of elementary schools in all subjects.
- Lead and support the use of digital learning tools including a learning management system, student information system, grade book and collaboration services.
- Lead and support the development of digital content and the use of assessment tools to measure student learning.
- Lead and promote the analysis of historical and real-time data to drive educational decisions.
- Provide leadership in the development and implementation of the school improvement plan, aligning the plan with the District's vision, mission, initiatives and district improvement plan.
- Supervise the instructional program and evaluate the performance of teachers.
- Lead and supervise the implementation of research based instructional strategies for all grade levels including but not limited to sub-group populations.
- Implement in-depth and on-going professional development to support instructional strategies.
- Monitor and assess the performance of the students through data analysis.

- Align resources with goals and priorities.
- Monitor the revenue and expenditures of the individual school.
- Attend, lead, supervise and participate in school and district activities including but not limited to graduation, extra-curricular activities and conferences.
- Communicate regularly with all stakeholders using a variety of media.
- Effectively lead, positively influence and support a culturally diverse educational community.
- Create and maintain a safe environment for all stakeholders.
- Perform such other duties as assigned.

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<b>Job Code:</b>	MGR-2018-SENIOR HIGH SCHOOL ASSOCIATE PRINCIPAL
<b>Status:</b>	Open
<b>Positions:</b>	Senior High School Associate Principal
<b>Location:</b>	To Be Determined
<b>Category:</b>	Administrator
<b>Salary:</b>	Starting \$84,603
<b>Posting Date:</b>	04/10/2018
<b>Deadline Date:</b>	
<b>Starting Date:</b>	08/01/2018
<b>Reports To:</b>	Senior High School Principal
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Master's Degree in Administration from an accredited institution with a major in Education Administration or its equivalent preferred.</li><li>• State of Michigan administrative certification required. State of Michigan teacher certification preferred.</li><li>• Worked successfully for a period of at least five (5) years in the educational field.</li><li>• Demonstrated record of improved student achievement.</li><li>• A deep understanding of data, curriculum and instruction.</li><li>• Ability to problem solve, critically think and resolve issues.</li><li>• Ability to positively influence and support a diverse student population and school community.</li></ul>
<b>Description</b>	<p>Under the direction of the Senior High School Principal, the Senior High School Associate Principal serves as the instructional/educational leader responsible for student learning, personnel management, scheduling, emergency management, facility operations and is accountable to meet and exceed goals as established by the District.</p> <ul style="list-style-type: none"><li>• Ensure excellence through equity and access for all students.</li><li>• Support and assist in the implementation of state standards, standards for college and career readiness and district curriculum of high schools in all subjects.</li><li>• Support and promote the use of digital learning tools including a learning management system, student information system, grade book and collaboration services.</li><li>• Support and promote the development of digital content and the use of assessment tools to measure student learning.</li><li>• Support and promote the analysis of historical and real-time data to drive educational decisions.</li><li>• Assist in supervising the development and implementation of the school improvement plan, help to align the plan with the District's vision, mission, initiatives and district improvement plan.</li><li>• Assist in supervising the instructional program and evaluating the performance of teachers.</li><li>• Assist in supervising the implementation of research based instructional strategies for all grade levels including but not limited to sub-group populations.</li></ul>

- Assist in the implementation and delivery of in-depth and on-going professional development to support instructional strategies.
- Monitor and assess the performance of the students through data analysis.
- Support the alignment of resources with goals and priorities.
- Assist in monitoring revenue and expenditures of the individual school.
- Attend, supervise and participate in school and district activities including but not limited to graduation, extra-curricular activities and conferences.
- Communicate regularly with all stakeholders using a variety of media.
- Positively influence and support a culturally diverse educational community.
- Create and maintain a safe environment for all stakeholders.
- Perform such other duties as assigned.

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