

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Elementary Principal		
Location:	Elmwood Elementary	Start Date:	Start of 2024-25 School Year
Salary Range/ Level:	Commensurate with experience \$95,674 to \$109,180 WAEA Contract	Terms of Employment	Principal Calendar – 212 Work Days
Date Posted:	April 15, 2024	Application Deadline:	April 29, 2024 @ 4 pm
ALL Applicants:	<p>A COMPLETED ONLINE APPLICATION IS REQUIRED. See application instructions at: Elmwood Principal 2024-25</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 321-8577 <p>Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</p>		
Job Description			
<p><u>ESSENTIAL JOB FUNCTIONS:</u></p> <p><i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i></p> <ul style="list-style-type: none"> • Leads, organizes, and implements the school improvement planning process. • Ensures that teachers understand and deliver standards-based instruction through the utilization of the district’s approved curriculum and provide appropriate assessments to ensure student learning and growth. • Ensures that staff receives appropriate professional learning including utilizing professional learning communities. • Ensures that data is utilized to drive, inform, and differentiate instruction. • Ensures that culturally responsive teaching techniques and strategies are utilized to enhance student learning and growth. • Utilizes the evaluation process to provide timely feedback for staff and student development and growth. • Establishes schedules and implements strategies that provide extended learning time for students. 			

- Provides appropriate social-emotional and community-oriented services and support for students.
- Assists special education administrative staff with leading the special education referral process.
- Provides for the appropriate inclusion of special education students in the total school environment.
- Implements and monitors Positive Behavior Support (PBIS) systems as a means of nurturing school.
- Ensures the resources for English Language Learners are allocated and that students are receiving appropriate services.
- Promotes a school environment that will enable learning to occur in a meaningful manner in a climate of high expectations for self, staff, student, and parents.
- Provides ongoing mechanisms for family and community involvement.
- Develops and maintains community partnerships that enhance and support instruction leading to student achievement.
- Interacts with students, parents, staff, and community in positive, supportive, and collaborative ways.

ADMINISTRATIVE

- Ensures the District's procedures and policies are implemented with fidelity.
- Recruits and implements processes to retain students and staff.
- Administers expenditure records per District procedures and policies.
- Facilitates and leads the supervision of staff including ensuring appropriate staffing levels and evaluation per District policies and procedures.
- Coordinates with custodial and maintenance supervisors and staff on the operation, maintenance and use of the school building and grounds.
- Procures and provides for effective use of instructional materials, equipment, and supplies.
- Coordinates the unique needs of students and human services agencies through inter-agency collaboration.
- Plans and coordinates extra-curricular activities for students.
- Provides for the supervision of students during non-instructional hours (lunch, bus loading and unloading).
- Maintains an up-to-date inventory of equipment books and supplies.
- Ensures the building/program operations comply pursuant to all District, local, state, and federal laws, and guidelines.
- Stays visible in the community and promotes the Waverly Community Schools.
- Performs other duties as assigned.

QUALIFICATIONS

- Master's Degree in Administration, Supervision, or Education.
- Five (5) years of teaching experience.
- A valid Michigan school administrator's certificate

PREFERRED QUALIFICATIONS

- Experience in an administrative role or principal.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience working in a Title I school district.
- Ability to demonstrate leadership in working with staff, students, and community in a multicultural environment.
- Ability to effectively communicate both orally and in writing with diverse populations.
- Ability to demonstrate professional and personal expertise in best practices and research in reading, writing instruction, and culturally responsive pedagogy.
- Ability to demonstrate experience using collaborative skills and attitudes to work with others in teams, effective interpersonal communication skills, creativity, optimism, problem solving and flexibility.
- Ability to frequently interact with the public and other staff.

Ability to regularly work extended hours.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled

out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.