



**JOB TITLE:** Elementary School Principal – Betsie Valley Elementary

**REPORTS TO:** Superintendent of Schools

**JOB FUNCTION:** The principal shall serve as the educational leader and chief administrator of the school.

**DISTRICT DESCRIPTION:** Benzie Central Schools serves over 1,400 students K-12 and encompasses over 350 square miles in the beautiful terrain of Northwest Lower Michigan. There are six villages in the district convenient to the cities of Traverse City, Manistee, and Frankfort. Benzie Central has 3 elementary schools serving grades K-5, a middle / high school serving grades 6-12, and a virtual academy for K-12. Betsie Valley Elementary serves approximately 150 students and is nestled between the two small, historic villages of Copemish and Thompsonville.

#### **DUTIES AND RESPONSIBILITIES**

- Lead through leveraging of district systems and routines, while maintaining a drive for results by demonstrating persistence and the ability to monitor and plan ahead.
- Establish and promote high standards and expectations for all students and staff.
- Cast a vision for instruction that addresses the wide range of learning, behavioral, and communication styles of the student population.
- Demonstrate 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 a school consistent with the philosophy, mission, values, and goals of the district.
- Ensure compliance with all laws, board policies, and civil regulations.
- Supervise the instructional programs of the school through regular, ongoing observation of classrooms and feedback to staff regarding use of instructional strategies and materials consistent with research on learning alongside child growth and development.
- Supervise in a fair and consistent manner while enacting effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the district.

- Establish a professional rapport with students, staff, colleagues, and the greater school community that promotes mutual respect through display of the highest ethical and professional behavior and standards.
  - Maintain visibility with students, staff, parents, and the district community.
  - Communicate regularly and effectively with parents to create cooperative relationships that support students in the school and at home.
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- Establish and maintain efficient procedures and effective controls for expenditure of school funds in accordance with the adopted budget, subject to district direction and approval.
  - Demonstrate cultural proficiency and use culturally relevant routines and practices.

**ADDITIONAL QUALIFICATIONS:**

- *The ability to prioritize student learning needs over obstacles and barriers 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 behavior*
- *The ability to maintain focus and remain self-assured in the face of adversity and difficulty*
- *The talent to foster collective responsibility and ownership for greater student achievement*
- *The capacity to 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 needs*
- *The aptitude to sustain an effective system of shared leadership and responsibility*

**PROFESSIONAL QUALIFICATIONS:**

**Required:**

- Bachelor's degree or higher in Education
- Valid Michigan Administrative Certificate for K-12 Education

**Preferred:**

- Minimum of 5 years of successful classroom teaching experience
- Valid Michigan Teaching Certificate
- Previous K-12 administrative experience
- Master's degree or higher in Educational Leadership or related field

**SALARY AND BENEFITS:**

Salary commensurate with experience. Comprehensive benefit package offered with health, vision, dental, LTD, and life insurance.

***Interested applicants should submit an application online and attach materials including a resume and cover letter at***

***<http://www.tbaisd.org/services/human-resources/employment-opportunities/>***

***not later than April 15, 2021 - 4:00 PM***