



Elementary Principal

Forest Area Community Schools

Qualifications:

- Master's Degree in Educational Leadership or Administration.
- Possession of/eligibility for Michigan School Administrator Certificate.
- Valid Michigan Teaching Certificate.
- Minimum of (3) years of exemplary building administrator experience, preferred.
- Minimum of (5) years of exemplary teaching experience.

Essential Duties and Responsibilities:

- Understand the needs of and have the ability to relate to Pre K - 5th grade students and possess effective and innovative ideas for working with them.
- Promote the success of all students by:
 - advocating, nurturing and sustaining school culture and instructional programs conducive to student learning and staff professional development;
 - ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment;
 - facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;
 - acting with integrity, fairness, and in an ethical manner;
 - understanding the profile of the community and responding to and influence the larger political, social, economic, legal and cultural context.
 - collaborating with families and community members to respond to diverse community interests and needs and mobilizing community resources.
- Develops an atmosphere of trust, respect, interest and enthusiasm within the school.
- Possess a desire and ability to work effectively with colleagues in the development and execution of advanced instructional programs for elementary students.
- Maintains a positive working relationship with parents and acts as a problem solver when concerns arise.
- Demonstrate the ability to evaluate the quality of teaching performance and to collaborate with teachers in improving classroom performance.
- Evaluates instructional programs to ensure student achievement and successful execution.
- Identifies staff training needs to ensure effective school improvement programs and encourages professional growth of teachers.
- Makes use of achievement data to provide leadership in curriculum development and best instructional practices.
- Demonstrate successful experience in providing leadership to school improvement teams in planning and implementing school improvement efforts.
- Identifies and coordinates the educational needs of regular and special education programs to ensure maximum educational benefits.
- Demonstrate a knowledge and understanding of current research and effective practices to design, implement, and maintain a quality elementary school program.
- Complies with legal and regulatory requirements of the various governmental agencies.
- Demonstrate strong public speaking attributes and use of written language to capture ideas.

- Demonstrate a strong working knowledge of the use of technology both in the classroom and as a means for improving the overall effectiveness of the organization.
- Manages financial and budget matters of the building.
- Possess strong organizational skills with the ability to prioritize a multitude of tasks.
- Delegates responsibility for effective class utilization but assumes final responsibility for the overall school program.
- Supervises the maintenance of the building ensuring a safe, clean, attractive and well-kept building.
- Adheres to the district health and safety policies.
- Plans, attends, and supervises student extracurricular activities and community outreach events.
- Oversees inventory and property control and orders, distributes and records requests and losses.
- Performs other related duties as assigned by supervisor or other administrative staff.

Compensation:

Negotiated according to qualifications and experience.

Deadline:

June 13, 2025 or until filled

Start Date:

July 1, 2025

To Apply:

Send letter of interest, resume, credentials, and 3 letters of recommendation to Mike Moran, Superintendent, Forest Area Community Schools, 7741 Shippy Rd, Fife Lake, MI 49633 or electronically to mmoran@forestarea.org. Electronic attachments should be sent as one document.

Please direct questions to Mike Moran at (231) 369-4191 or mmoran@forestarea.org

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The following person is designated to handle inquiries regarding the non-discrimination policies of the District or to address any complaint of discrimination: Superintendent, Forest Area Community Schools, 7741 Shippy Road, Fife Lake, MI (231) 369 – 4191