

Job Title: High School Principal
Reports To: Superintendent of Schools and/or Designee
Salary: Per Administrators Negotiated Contract
Employment Year: 48 weeks

Nature and Scope of Job:

Muskegon Heights High School Principal serves as the educational leader who is responsible for managing policies, regulations and procedures of the school district. The principal ensures that all students are supervised in a safe and orderly learning environment that meets the approved curricula and mission of the District.

Achieving academic excellence requires that the high school principal work collaboratively to **direct** and **nurture** all staff hired by the District and assigned to the high school and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extra curricular activities, personnel management, emergency procedures and facility operations.

Minimum Qualifications:

Must possess **all** of the following:

1. A State of Michigan Secondary Teaching Certificate
2. A minimum of five (5) years of successful teaching experience
3. Masters Degree or higher in education administration, curriculum, supervision or related discipline
4. Proven success as a high school principal

Key Attributes:

- ❖ Instructional leader, knowledgeable in curriculum, instruction, supervision and the school improvement process
- ❖ Proven leadership ability
- ❖ Committed team player
- ❖ Student centered
- ❖ High expectations
- ❖ Flexible
- ❖ Technology advocate and user

Qualified applicants should submit a letter of interest, resume' and credentials to:

Carrol H. Wilson
Executive Director of Human Resources
Muskegon Heights Public Schools
2603 Leahy Street
Muskegon Heights MI 49444
E-mail: wilsonca@mhpsnet.org
Website: www.mhpsnet.org

WE ARE AN EQUAL OPPORTUNITY EMPLOYER