

**Muskogon Heights Public Schools**  
**Announcement of Position Vacancy**

**Position:** Elementary Principal (E. Grace Loftis Elementary School)

**Time:** Academic School Year

**Reports To:** Superintendent of Schools

**Salary:** According to Negotiated Contract

**Qualifications:**

1. Evidence of successful experience as a classroom teacher.
2. A valid Michigan teaching certificate.
3. Possession of a Masters Degree or higher in education, supervision and management, school administration, educational leadership or a related field.
4. Prior experience as an elementary principal, preferred.

**Performance Responsibilities:**

1. Administer, manage, and supervise the operation of the school in compliance with the Board of Education's policies and at the direction of the Superintendent or designee.
2. Maintain student conduct and enforce discipline in compliance with district procedures.
3. Provide leadership in the development of appropriate educational programs and supportive student activities.
4. Demonstrate success in leadership capacity.
5. Possess the ability to develop a vision and strategies to achieve that vision.
6. Observe and evaluate the performance of the staff.
7. Plan and administer staff development activities.
8. Supervise the maintenance of accurate records on the progress and attendance of students.
9. Perform other tasks as assigned by the superintendent.

**Closing Date For Receipt of Application Must Be Postmarked on or Before:**  
**July 30, 2010 by 4:00 p.m.**

**If interested, please forward the following:**

- Letter of application including a review of experience appropriate to the position
  - Transcript of undergraduate and graduate credits
  - Up-to-date credentials including letters of recommendations
  - Resume and other information to aid the selection committee

**Send credentials and letter of application, marked "CONFIDENTIAL" to:**

**MRS. CARROL H. WILSON  
EXECUTIVE DIRECTOR OF HUMAN RESOURCES  
CENTRAL ADMINISTRATION BUILDING  
2603 LEAHY STREET  
MUSKEGON HEIGHTS, MICHIGAN 49444-2121**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**