



Holton Public Schools
Holton, Michigan
Position Posting

Employment Opportunity
Middle School/High School Principal

Holton Public Schools is requesting applications for the position of Middle School/High School Principal. This position would be effective with the 2012-2013 school year beginning in July.

Holton Middle School/High School is currently a school of 500 students ranging from sixth grade to twelfth grade. Under the direction of the Superintendent, the Middle School/High School Principal is responsible for positively promoting the instructional program, the community school activities, extra-curricular activities, and building operation. The successful candidate's responsibilities include but are not limited to:

- Maintaining an effective learning climate at the middle school/high school.
- Implementing Board of Education policies and administrative rules and regulations.
- Development of the master schedule.
- Facilitating the development, evaluation and revision of the curriculum.
- Supervising the preparation of school reports as required.
- Development and maintenance of a healthy productive working environment.
- Performing all other duties as deemed necessary by the Superintendent or designee.

Desired Qualifications:

1. MA in Administration or Educational Leadership
2. Worked successfully for a period of at least 5 years in the education field at the middle school or high school level. Administrative experience preferred.
3. Meet State of Michigan teacher qualification & administrative requirements.
4. Experience in school improvement, curriculum and staff evaluations.
5. Proficiency in technology applications and technology integration in the classroom.
6. Knowledge and belief in instructional best practices that meet the developmental and special needs of all students.
7. Proven ability to evaluate performance of teachers, programs and support staff.

Salary:

Competitive Salary and Benefits package to successful candidate

To Apply:

Please send a resume, three letters of reference, up-to-date credentials and a copy of your most recent evaluation to:

Holton Public Schools
8897 Holton Duck Lake Rd.
Holton, MI 49425

Deadline for application: Friday, May 18, 2012 at 4:00 p.m.

Non-Discrimination Policy

It is the policy of Holton Public Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.