

# **POSITION ANNOUNCEMENT**

## ***Primary School Principal***

Clare Public Schools

Clare, Michigan



*Home of the Pioneers*

Join the Pioneer Pride! If you dream of making a difference in the lives of young people by putting their needs first, leading a building with integrity and enthusiasm, and are teeming with optimism...Clare Primary School may be the right fit for you. The Board of Education is seeking a Primary School Principal who will provide leadership which increases student achievement and creates a culture of personal and professional growth for all.

At CPS, our teachers, administrators, and support staff work together to provide world-class opportunities for our students. When smart, hard-working people work as part of a team, amazing things happen! We work hard for and with our students – we'll bend over backward to make sure they get to chase their dreams and are prepared for the world beyond Clare.

Working at Clare isn't for everyone. We value commitment, hard work, and breaking the status quo. If integrity, innovation, and being part of a successful, goal-focused team are part of your core values, you need to apply to be the leader of the area's premier elementary school.

### **Application Procedure:**

Qualified candidates should submit the following items to Clare Public Schools via email: [apply@clare.k12.mi.us](mailto:apply@clare.k12.mi.us)

- One (1) PDF document containing the following:
  - A cover letter.
  - A current resume.
  - References.
  - Copies of transcripts and relevant certifications.

Application inquiries can be directed to Jim Walter, Superintendent, at 989-386-9945 or [JWalter@clare.k12.mi.us](mailto:JWalter@clare.k12.mi.us). For more information, visit [www.clare.k12.mi.us](http://www.clare.k12.mi.us)

### **Salary and Contract Information:**

The Clare Public Schools Board of Education will provide a comprehensive, multi-year contract (261 days per year). Total salary and benefits will be commensurate with experience of the successful candidate and qualifications as determined by the Superintendent of Schools. The anticipated salary range is \$70,000-\$77,000 per year.

### **Search Timeline:**

Application Deadline: **May 30, 2019, by 1:00 p.m.**

Building Tour (optional): May 30, 2019, at 4:00 p.m.

First Interviews: June 10, 2019

Second Interviews: June 14, 2019

Tentative Start Date: July 1, 2019

*Clare Public Schools is an Equal Opportunity Employer*

## **QUALIFICATIONS:**

- Master's Degree (MA) from an accredited college or university, or equivalent, is required
- Must hold a valid Administrator's Certificate or be willing to enroll in a program leading to certification as a school administrator
- Successful experience as an elementary principal strongly preferred
- Valid Michigan Teaching Certificate – elementary (preferred)
- Experience with State and Federal Programs (preferred, but not required)
- Have at least three (3) years of previous successful teaching experience
- Demonstrate successful experiences in curriculum and instruction from previous administrative positions such as school principal, Central Office, or equivalent
- Demonstrate experiences in the improvement of student achievement
- Working knowledge of best practice strategies; able to make research-based decisions
- Ability to collect and analyze data to assess student achievement to affect changes in curriculum, assessment, programs, teaching and leadership practices, as well as the attitudes of stakeholders about needed changes
- Works with the Board of Education, staff members, students, parents, and community groups regarding issues and concerns related to all aspects of educational programming to assure horizontal and vertical continuity and articulation of the district's entire education program

## **RESPONSIBILITIES:**

- Make recommendations to the Superintendent on any matter which will improve the excellence of the District
- Evaluate, counsel, and motivate staff toward performances to attain the educational goals of the District
- Maintain an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students
- Maintain a standard of student behavior designed to emphasize effort, personal responsibility, and respect; minimize school and classroom disruptions
- Develop, progress monitor, and evaluate School Improvement Plans with teacher leaders and administrative teams
- Maintain effective communication to keep staff, students, and parents properly informed
- Develop and administer the general school routine and coordinate all activities within the school building
- Hire new staff and properly orient them to the school
- Coordinate all 504 plans and special education IEPs
- Possess knowledge and experience with administration of state and federal programming
- Possess computer competency and familiarity with emerging technologies
- Provide professional development around the identified school improvement goals
- Follow the requirements set forth by the state and national departments of education
- Attend building and District events; attend all Board of Education meetings
- Attend professional conferences, seminars, and workshops in education and/or educational administration as per agreement and/or Superintendent
- Perform any other job responsibilities deemed appropriate by the Superintendent

### **About the Clare Community**

Clare Public Schools is located in Clare, Michigan in both Clare and Isabella Counties. With a population of approximately 3,100 residents, Clare boasts a beautiful downtown area with a variety of thriving local businesses. In honor of its strong Irish heritage, Clare features an annual Irish Festival each March. The Summerfest Celebration occurs around 4<sup>th</sup> of July every year with activities including fireworks and music in the park. There are many opportunities for outdoor recreation in the Clare area including the 30-mile paved Pere Marquette Rail-Trail and access to 81 lakes in Clare County alone.

Community involvement is strong in Clare with a variety of philanthropic organizations being housed here including United Way, Kiwanis Club, Lions Club, Knights of Columbus, Fraternal Order of Eagles, Rotary, and more. Many facility and technology upgrades have recently taken place in the district due to a \$2.45 million bond.

### **District Data**

Enrollment: 1,614

Foundation Grant Per Pupil: \$7,871

Number of Teachers: 84

Current Annual Operating Budget: \$14,766,648

Projected Fund Balance: \$3,014,496 (20.41%)

Tax Base: \$253,739,330

Non-Homestead Levy: 18.0 mills

Debt Retirement: 2.90 mills

District Area: 124.3 square miles

### **Clare Public Schools Board of Education:**

Ben Browning, President  
Steve Stark, Vice-President  
Loren Cole, Treasurer  
Sue Murawski, Secretary

Jason MacDonald, Trustee  
John Miller, Trustee  
Barb Tyler, Trustee