

AREA PUBLIC SCHOOLS
3100 Owen Road
Fenton, Michigan 48430
810-591-4700

Posting No. 32494
March 20, 2025

INTERNAL / EXTERNAL VACANCY NOTICE

JOB TITLE: Fenton High School Assistant Principal 1.0 FTE

AVAILABLE: July 1, 2025

QUALIFICATIONS: Minimum Qualifications: Master's degree with a major in Educational Administration or Educational Leadership. Valid or immediately eligible for a State of Michigan Administrative Certificate with an endorsement in Elementary and Secondary Admin State Code ES. Valid State of Michigan Teaching Certificate in any area. Prior administrative experience in a similar role is preferred. Applicants that do not meet the minimum qualifications will not be considered for the opening.

Duties:

- Assist the principal in the overall administration of the educational program.
- Building relationships with students, staff and community members.
- Parent communication.
- Teacher evaluation.
- Manage student enrollment, school of choice and student count processes.
- Student discipline, behavior and attendance management.
- Physical plant management.
- Assist teachers with student data analysis and instructional best practices.
- Assist with the athletic program at the high school.
- Supervise evening and weekend events as needed.
- Other administrative duties as assigned.

COMPENSATION: 220 days per year.
Salary will be based on graduate education and experience.
Salary range is \$102,585-\$118,754 plus health, dental, life, vision and disability insurance.

(continued on next page)

APPLY TO:

External Applicants: Applications can be submitted online at Mid-Michigan Area Public Schools Consortium and click on Fenton Area Public Schools. Applicants should be prepared upload a cover letter, resume, university transcripts, state certification documents and three letters of recommendation. The cover letter can be addressed to Mr. Michael Bakker, Fenton High School Principal.

Internal Applicants: Internal applicants can apply by sending a current resume and letter of interest to Mr. Michael Bakker with a copy to Dr. Douglas M. Busch, Executive Director of Finance and Personnel.

APPLY BY:

April 4, 2025