



CROSWELL-LEXINGTON COMMUNITY SCHOOLS

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www.croslex.org

Applications are being accepted for the following position:

Croswell-Lexington Middle School Principal

Start Date: July 28, 2025

Posting Period: April 11, 2025 - May 2, 2025

First Round Interviews: May 13, 2025

Second Round Interviews: May 20, 2025

Croswell-Lexington Community Schools is seeking a dynamic, visionary, and dedicated Middle School Principal to lead a vibrant school community. The ideal candidate will possess strong leadership skills, a passion for educational excellence, and the ability to build positive relationships with students, staff, and parents. The Principal will be responsible for overseeing the academic, social, and operational aspects of the middle school, ensuring that all students receive a high-quality education in a safe and supportive environment.

Qualifications:

- Master's Degree in Administration from an accredited institution with a focus on Education Administration.
- State of Michigan administrator certification and teacher certification.
- Five (5) years of successful (preferably middle school) teaching experience is required.
- Demonstrated leadership in curriculum development, supervision/evaluation, public relations, knowledge of current instructional methodology, and knowledge of secondary school programming is preferred.
- Demonstrated skills in instruction, management, planning, decision making, and interpersonal/community relations.

Description/Supervision Responsibilities/Instructional Leadership: Under the direction of the Superintendent (or designee), the Middle School Principal serves as the instructional/educational leader, is responsible for student learning, personnel management, scheduling, emergency/safety management, handling building operations and is accountable to meet and exceed goals as established by the district.

- Ensure excellence through equity and access for all students in a safe, positive learning environment.
- Lead and support the use of digital learning tools, including a learning management system, student information system, grade book, and instructional technologies.
- Provide professional development to support curriculum implementation, instructional practices, and alignment to the district improvement plan.
- Supervise the instructional program and evaluate the performance of teachers and staff.
- Monitor and assess the performance of the students through data analysis.

- Attend, lead, supervise, and participate in school and district activities, including, but not limited to, extracurricular activities and conferences.
- Ability to problem solve, think critically, and resolve issues.
- Communicate regularly with all stakeholders using a variety of resources.
- Knowledge, experience, and understanding of Professional Learning Communities.
- Plan, model, and encourage collaborative and shared decision-making.
- Strong planning, organizational, and motivational skills.
- Thorough knowledge of Section 504 and special education issues, law, practices, and procedures.
- Work closely with elementary and secondary principals in program alignment and student expectations.
- Apply knowledge of policy and legal requirements within the scope of his/her responsibilities.
- Student-centered, consistent, collaborative approach to encourage student involvement.
- Build and maintain strong relationships with parents, community members, and district leaders
- Promote family involvement and effective communication.
- Perform such other duties as assigned.

Ability to:

- Reflect on his/her own current practice and school practices to promote continuous improvement.
- Communicate clearly and concisely in both oral and written forms.
- Effectively present information to all stakeholders.
- Define problems, collect and interpret data, draw valid conclusions, and develop improvement plans.
- Interpret and monitor school budgetary needs.
- Contribute constructively to closing achievement gaps.

Reports to: Superintendent

Terms of employment: Based on Croswell-Lexington Administrator Master Agreement.

Compensation: Administrators' Master Contract: Range of Salary: \$110,620 - \$117,226.00 based on previous experience.

Application Process: Internal/External applicants: Croswell-Lexington Community Schools is a member of the Mid-Michigan Applicant Tracking Consortium. Applicants should apply online at: www.croslex.org (District: Employment) or through <http://www.applitrack.com/gcaps/onlineapp>

CROSWELL-LEXINGTON COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Croswell-Lexington School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.