



FLUSHING COMMUNITY SCHOOLS

Flushing, Michigan

April 11, 2025

VACANCY NOTICE

The following position is available for the 2025-2026 school year:

ASSISTANT PRINCIPAL Flushing High School

BEGINNING DATE: July 1, 2025

WORK YEAR: 218 Work Days

SALARY: Per Administrator Contract (\$97,766 - \$111,333)

QUALIFICATIONS:

- Master's Degree in Educational Leadership, School Administration, or related field from an accredited university with graduate study in administration and leadership or currently enrolled in similar program.
- Administrative Certification required
- Minimum of three (3) years of successful teaching experience.
- Prior successful administrative experience preferred.
- Demonstrated ability to be an effective leader.
- Demonstrated ability to relate positively and effectively with students, parents, staff, administration, and the community at large.
- Demonstrated strong organizational skills.
- Demonstrated skills in oral, written, and technological communications.
- Demonstrated mental ability, physical ability, and stamina to meet the requirements of this position.

APPLICATION PROCESS:

INTERNAL CANDIDATES: All interested and qualified candidates currently employed by Flushing Community Schools must apply in writing to the Personnel Office. Please send a letter of interest, resume, administrative certificate, and letters of recommendation to the Personnel Specialist:

rebecca.fisher@flushingschools.org

EXTERNAL CANDIDATES: All interested candidates must apply online through Applitrak using the following link:

<https://www.applitrack.com/gcaps/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=32575>

APPLICATION DEADLINE:

Friday, April 25, 2025 by 4:00 pm

Flushing Community Schools does not discriminate on the basis of race, color, national origin, sex, including sexual orientation and transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities including employment opportunities. Any inquiries or complaints regarding discrimination or denial of equal access should be addressed to the district compliance officer as it relates to nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended).

Compliance Officer

Jason Melynchek, Deputy Superintendent

Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433

810-591-1186