



December 8, 2021

**VACANCY ANNOUNCEMENT
HIGH SCHOOL PRINCIPAL
Bloomfield Hills High School
Bloomfield Hills Schools
www.bloomfield.org**

Applications are being accepted for the **High School Principal position at Bloomfield Hills High School**. This is an Administrative Council position.

Reports to: Assistant Superintendent of Learning Services

Qualifications:

- Minimum of 5 years of secondary teaching experience and valid Michigan teaching certificate (or ability to qualify for certification)
- A master's degree with at least 20 semester hours of graduate work in professional education with a major emphasis on educational administration, curriculum, supervision, or relevant related subjects
- A minimum of three years' experience in secondary school administration preferred
- Must possess exceptional organization, leadership, and supervisory skills, and excellent verbal and written communication skills, to effectively interact with administration, peers, staff, faculty local/county/state/national education representatives, regulatory/funding agencies, and the public at large
- Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities. Demonstrate the ability to examine the impact of educational inequities in student achievement outcomes as it aligns with race, ethnicity, neurodiversity, and socio-economic status. Understanding and utilization of restorative practices preferred.
- Strong knowledge of secondary curriculum and instructional practices
- Understanding of International Baccalaureate Middle Years and Diploma Program preferred
- Ability to coach high school teachers in implementing instructional strategies
- Ability to lead faculty, staff, and students through the implementation of curricular and programmatic objectives
- Ability to evaluate teacher performance and program effectiveness
- Excellent interpersonal skills
- Strong written and verbal communication skills
- Successful use of student data to improve student learning
- Strong knowledge and experience in school improvement processes, best practices in instruction and assessment, and effective professional development programming

- Demonstrates an understanding of state and federal guidelines
- Knowledgeable about special education rules and regulations
- Knowledgeable about the role of support staff in the educational process
- Knowledgeable of the Revised School Code and legal standards for schools
- Willing to explore or introduce new and innovative educational strategies/programs as they relate to the curriculum and 21st Century Learning
- Familiar with Career and Technical Education programming
- Strong work ethic and high standards for work performance

COMPENSATION BENEFITS: \$119,000 to \$142,650 with additional compensation for advanced degrees.

WORK DAYS: The work year ranges from 230 - 225 years depending on years of service.

START DATE: Beginning of Second Semester, Monday, January 31, 2022

DEADLINE: January 4, 2022 or UNTIL FILLED

METHOD OF APPLICATION: All applicants, who want to be considered for this position, must submit an application at: <https://www.oakland.k12.mi.us/about/departments/human-resources/careers>

It is the policy of the Bloomfield Hills Schools not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices. Inquiries related to discrimination on the basis of disability should be directed to the Section 504 Coordinator: Director of Special Education, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5415. Direct all other inquiries related to discrimination to: Assistant Superintendent for Human Resources and Labor Relations, 7273 Wing Lake Road, Bloomfield Hills, MI 48301, (248) 341-5425.



JOB DESCRIPTION HIGH SCHOOL PRINCIPAL

PRIMARY PURPOSE:

Provides instructional leadership to faculty and staff including; curriculum planning, review, and implementation, innovative instructional practices, and professional development. Responsible for day-to-day building administration and the safety and welfare of both students and staff, and all school-based activities. Ensures a safe, inclusive, comprehensive, and effective educational atmosphere including student and staff discipline as necessary, while enforcing school policy.

REPORTS TO: Assistant Superintendent of Learning Services

DUTIES AND RESPONSIBILITIES:

- Ensures all segments of the community are included, involved, respected, and valued.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Works with staff, students, families, and the local community to build a shared vision of learning for all students.
- Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students.
- Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies, classroom assessment and feedback, and instructional methods.
- Works with staff, students, families, and community agencies and partners to link school priorities and strategies into the school improvement plan to achieve school and district goals.
- Works with staff to establish building and district systems, processes, training, and shared leadership to ensure full compliance with district initiatives and Individuals with Disabilities Education Act IDEA, Board of Education and District policies, and other applicable rules and regulations
- Leads staff development opportunities that incorporate the mission of the district, program evaluation outcomes, and input from teachers.
- Facilitates school team meetings such as curriculum, school improvement, and child study
- Coaches teachers/staff to lead collaborative inquiry, assists colleagues in developing evidence-based goals and strategies, and disseminates successful improvement work
- Works with staff to evaluate the school's professional learning culture and the impact of internal and external learning on student results.
- Learns and uses emerging technologies to increase productivity, develop leadership, and expand staff use of technology.

- Establishes regular systems of two-way communication with families and community, while involving families in their child's education
- Provides leadership, advocacy, and creative solutions for the schools' use of technology to improve parent and community involvement, expand student learning opportunities, improve the monitoring and communication of student progress, and adapt the teaching and learning environment for better student results
- Establishes relationships with community agencies and partners to support initiatives at the school and to secure vocational training sites for Career and Technical Education students and Pathway students
- Establishes processes and procedures in collaboration with community agencies and partners to meet students' post-secondary goals in the areas of education/training, employment, community participation, and adult living.
- Utilizes the district teacher evaluation system that meets Michigan legal requirements and district goals including teacher and classroom observations
- Performs other duties as directed by supervisor.

SUPERVISORY RESPONSIBILITIES:

Manages all employees in the high school and adjacent athletic and extracurricular venues. Responsible for the overall direction, coordination, and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree and a minimum of five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Michigan School Administrator Certificate and must complete the State of Michigan Continuing Education requirements.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.