



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Elementary Principal

Location: Donelson Hills Elementary School

Minimum Qualifications:

- Valid State of Michigan teaching certificate, preferably in Elementary Education
- Michigan School Administrators certificate or be enrolled in a program leading to certification as a school administrator not later than 6 months after employment leading to completion of the program within three years
- Master's Degree preferably in Educational Leadership, School Administration or Curriculum
- Three years of successful administrative experience preferred
- Minimum of five years of successful elementary teaching experience
- Demonstrated collaborative leadership experience in instruction and curriculum
- Must possess experience which has led to the building of a collaborative school community
- Demonstrated ability to address the needs of a variety of stakeholders in a timely and effective manner
- Exemplary communication skills
- Current professional development in best practices in teaching and learning
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Competencies:

- Strong background in instructional leadership
- Personal commitment to academic excellence with student achievement as a priority goal
- Leadership experience working with diverse populations and special needs students
- Skilled in leading school improvement and applying data to initiate specific instructional change
- In depth knowledge of curriculum, instruction and assessment
- Knowledge and experience in closing the achievement gap using research and evidence-based instruction
- Experience evaluating instructional and support staff that will improve teaching and learning
- Proficient use of student information systems
- Evidence of ability to positively affect school culture and environment

Responsibilities:

The responsibilities of the principal will include, but are not limited to, the following:

- Establishing a culture of high expectations for both academics and behavior
- Interacting with students and staff in a constructive manner, encouraging each individual to perform at their highest level
- Maintaining positive relations with staff, parents, parent groups, school volunteers, business partners, and other related agencies
- Working with staff in the development and execution of School Improvement plans
- Participating in district-wide activities, such as PreK-12 meetings, curriculum planning, and in-service training
- Managing the school budget, facility and events
- Monitoring, managing, and remaining abreast of school safety and security
- Direct oversight and supervision of K-5 Special Education students within their Least Restrictive Environment (LRE)
- Working with central office personnel to coordinate processes for the effective functioning of the school and the Waterford School District

Reports To: Assistant Superintendent, Pre K-5 Instruction

Workday/Week: Monday – Friday, **47-week position**

Starting Date: July 28, 2025

Compensation: Administrative Base Salary Range: \$106,500 - \$122,500*
***Salary range based on experience and education level**

Posting Date: April 16, 2025

Posting Deadline: May 7, 2025

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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