



B E R K L E Y
S C H O O L S

HUMAN RESOURCES OFFICE

14501 Talbot, Oak Park, MI 48237
p. 248-837-8006 f. 248-544-0696

www.berkleyschools.org/hr

DISTRICT VISION

Our inclusive culture will inspire, empower and lead all learners to realize their full potential and make a positive difference in their future and community.

COMMITMENT

The Berkley School District is committed to keeping diversity, equity and inclusion at the forefront of its goal of creating an environment where all staff, students and community members feel a sense of belonging.

POSITION: ELEMENTARY SCHOOL PRINCIPAL

Location: Burton Elementary School

Calendar: 44 weeks

Unit Affiliation: ABA (Association of Berkley Administrators)

Reports to Assistant Superintendent of Schools and Human Resources

COMPENSATION/BENEFITS

Per Association of Berkley Administrators Master Agreement

Salary range: \$95,000-\$120,000, plus full medical, dental, and vision insurance package

START DATE

August 2023

JOB SUMMARY

Berkley School District is seeking a dynamic leader to serve as the next Principal of Burton Elementary School. The successful candidate is an instructional leader, educator, effective team builder, and has a deep knowledge and passion for elementary education. The Principal of Burton Elementary School will shape a vision of success for all students and cultivate a learning environment conducive to optimal teaching and learning for all.

QUALIFICATIONS

- Valid Michigan Administrator Certification
- Minimum of 3 years experience as a school administrator preferred; Minimum of 3 years of teaching experience
- A Master's degree or higher in Educational Leadership and/or Curriculum/Instruction
- Excellent leadership and communication skills
- Experience working with students/families from diverse backgrounds
- Knowledge and experience with elementary curriculum and instructional practices and special education programming



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DUTIES AND RESPONSIBILITIES

- Instructional leader of the school
- Embraces diversity and understands the significance of creating a welcoming, inclusive environment for all
- Designs opportunities to empower staff, students and families to be integrally involved in developing the school's culture and climate
- Interacts with students to inspire and guide each individual to achieve their personal best
- Understands the unique needs of students with IEPs and 504 Plans
- Understands best instructional practices to achieve social/academic growth and monitors its impact on achievement
- Responsible for day-to-day building administration and the safety and welfare of students and staff
- Promote, lead, and evaluate the professional growth of staff
- Fosters positive relationships with staff, families, community members, and outside agencies
- Enforces policies and procedures established by the School Board and/or at the State and Federal levels
- Plans and supervises the school's emergency preparedness program
- Prepares the school budget and maintains appropriate resources
- Other duties as assigned

DEADLINE FOR APPLICATIONS

Friday, March 3rd, 2023 at 12:00 pm

TO APPLY

[Register and complete an online application](#) with Oakland Schools Human Resources Consortium.

Per School Safety Legislation, each individual, who is either employed full-time or part-time, or is assigned to regularly and continuously work under contract, shall be fingerprinted for the purpose of performing a criminal history background check. Prior to employment, selected candidate must complete the fingerprinting process.

Berkley School District does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, religion, marital status, height, weight or any disability in its educational programs, activities or employment as required by Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.