



POSITION TITLE: High School Principal
DEPARTMENT: Romulus High School
REPORTS TO: Director of Teaching, Learning, and Professional Development
PAY SCHEDULE: As per RASA Collective Bargaining Agreement and Experience (Step 1 \$122,605-Step 4 \$130,110)
EFFECTIVE: 2025-2026 School Year

Qualifications:

- Valid Michigan Teaching Certificate.
- Valid Michigan Administrative Teaching Certificate.
- Master's degree in Educational Administration or combination administration and education.
- Minimum of five (5) years of successful teaching experience and/or administrative experience.
- Possess the necessary personal qualities of an effective administrator with demonstrated leadership, communication, and management skills.
- **Ability to exhibit transformational leadership.**
- **Possess a demonstrated ability to collaborate and motivate people towards a common goal.**
- Demonstrate knowledge and understanding of middle school curriculum development, organization and program evaluation.
- Have a working knowledge of the role of technology regarding instructional programs and data management.
- Ability to communicate effectively with school personnel, students, parents, and the community.
- Demonstrate leadership in the development and implementation of the school improvement process and expertise in the MICIP process.
- Knowledge and experience working with Positive Behavior Support (PBIS).
- Experience should indicate an interest in administration as evidenced by proof of department chairing, committee chairing, demonstrated leadership in the development and implementation of the school improvement process, and non-stipend activities.

Responsibilities:

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- **Maintains high visibility throughout the school day, engaging regularly with students, staff, and families. Actively participates in daily school operations, ensuring a positive school culture and climate.**
- **Serves as a role model and authoritative presence who is accessible, approachable, and responsive to the needs of the school community.**
- **Build trust through consistent, meaningful interactions and by being a present and active leader in classrooms, hallways, and school events.**
- Develop and communicate clearly the procedures for the operation of the school consistent with the school district philosophy, mission and the Teaching and Learning Manual.
- Direct and implement School Improvement/MICIP planning processes and provide opportunities for effective/coordinated staff development.
- Establish the annual master schedule for instructional programs, which utilizes the abilities of the staff and needs of students, i.e. specials, after-school programs.
- Supervise all certificated and non-certificated personnel assigned to the building.
- Assist the human resource office in screening, hiring, training, and assigning the building staff.
- Be responsible for providing and submitting all district, state and local reports, i.e. pupil records, student count, grades, daily attendance reports and/or other reports accurately and timely as directed by the Board of Education or District Administrator.
- Provide for and encourage ongoing communication between parents and staff to become actively engaged in student achievement.
- Attend required staff meetings and take leadership in district-wide committee(s) specific to establish district-wide goals.
- Take leadership in a designated curriculum strand.
- Provide a safe, positive, secure school environment.
- Plan, supervise and direct the business operation of the school including the development of the budget. Maintain an account for all student activity funds and money collected from students. Recommend to the Director of Finance a budget for the school and approve all purchases in accordance with district policies and procedures.

- Develop a school climate and culture that provides regular opportunities for students to celebrate success in instructional programs and extracurricular activities, while also fostering analytical thinking, conceptual thinking and problem-solving in others.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, staff and representatives of the community.
- Facilitate school improvement plan including goals, which results in the implementation of the District's Strategic Plan. The adeptness to ensure a strong connection between learning goals and classroom activities.
- Supervise and evaluate the performance of all assigned personnel, develop improvement plans to enhance performance and nurture leadership potential of each staff person.
- Develop plans and procedures that ensure the health, safety and orderly conduct of students necessary for an effective school.
- Develop the talent to skillfully use student and skill specific data to inform the evaluation and pursuit of instructional practices used both across the school and by individual teachers – that directly benefit student learning; the talent to build a professional environment that is one of mutual respect, teamwork, and accountability; and the capacity to foster analytical thinking, conceptual thinking and problem-solving in others.
- Perform other duties as assigned.

This posting should not be construed to imply that these requirements are the exclusive standards of the position or that this is the exclusive list of job functions or expectations associated with this position. The requirements listed above are representative of the knowledge, skill and/or ability required for this position.

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 job functions:

- The employee must occasionally stoop, bend, kneel, crouch, reach and twist while performing their job duties.
- The employee must be able to lift and move up to 25 pounds in supplies which requires bending, stooping, lifting, and reaching.
- The employee must be able to use a variety of instructional materials in the classroom.
- The employee may have to push and/or pull light to moderate amounts of weight.
- The employee must be able to use and operate a variety of office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard.
- The employee must use hands and arms to manipulate objects.
- The employee will have extensive verbal communication with administrators, staff, students, parents, & guests to communicate, to receive, and exchange information.
- The employee must use keyboards, tools, and other controls.
- The employee must sit and stand for prolonged periods of time.
- The employee must have normal vision and hearing with or without aid.
- The employee must be able to move about the assigned work location during the day.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- The noise level in the work environment will vary and can range from soft to loud. Often the noise level in the work environment will be soft to moderate.
- The employee is required to interact with students, staff, parents/guardians and occasionally with the public.
- At times, the employee may be directly responsible for the safety and well-being of students.

Application Procedure:

Internal: Email a letter of interest to the Director of Human Resources, Kevin Brock @ kdbrock@romulusk12.org.

External: Apply online at www.romulusk12.org.

Closing: Until Filled.

ROMULUS COMMUNITY SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Romulus Community Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.