



# Bangor Public Schools

*"Providing Educational Excellence as a Pathway to Success"*

## Bangor Public Schools Posting February 17, 2025

**Posting:** South Walnut Assistant Principal

**Reports to:** South Walnut Elementary Principal

**Location of work:** South Walnut Elementary

**Starting Date:** March 1, 2025

**Rate of Pay:** Competitive wages based on experience

**Hours to work:** School year (210 days)

**Classification:** Administration

**All applications should be submitted to:** <https://www.applitrack.com/vbc/onlineapp/default.aspx>

**Job Goal (s):** This position helps manage and supervise the daily operations of the South Walnut Elementary building to ensure ongoing improvement of the education process.

### **Qualifications:**

- Meet State of Michigan Administrative certification requirements.
- A minimum of four years of teaching experience is preferred.
- Knowledge of applicable federal, state, and local laws, policies, rules, and regulations as it relates to school administration.
- School leadership experience with knowledge of school improvement planning.
- Strong understanding of Multi-Tiered Systems of Supports
- Ability to engage students, staff, parents, and community in an effective environment and culture for learning.
- Must pass a criminal background check as required by School Safety Legislation.

### **Essential Job Functions:**

- Serves as a principal in the absence of the regular principal.
- Leads the MTSS/PBIS Team with the Building Principal
- Teacher observations and walkthroughs using Pivot and 5D+ Teacher Observation Rubric
- Promotes and maintains good relationships with students, parents, community, and staff.
- Assists in the supervision of students throughout the day including in the cafeteria.
- Assists in safety inspections and safety drill practice activities.
- Reports and monitors student attendance, truancy, and incorrigibility to the truant officer.

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- Works with the principal, staff, agencies, and parents for follow-up actions regarding discipline and attendance issues.
- Maintains discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Supervises and evaluates the Paraprofessional staff.
- Performs such record-keeping functions as the principal may direct. (31A)
- Supervises programs assigned by the principal. (PBIS, Check-In/Check out)
- Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign. (such as Speech IEPs, 504 meetings, but not limited to)
- PTO Meetings and Events, planning of all school assemblies.
- Helps to dispense medication in the office.
- Oversees MAP/NWEA testing.
- Accept all other duties as assigned.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL JOB FUNCTIONS:** Able to handle the Physical Demands and Environmental Factors related to the position:

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be met by an employee to perform the essential responsibilities and functions of the job successfully and are not meant to be all-inclusive. Reasonable accommodation may enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Requires prolonged sitting or standing.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
- Reach with hands and arms and use hands and fingers to handle objects and operate computers, and/or controls.
- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students with more significant weight when required to intervene in student safety issues.

**ENVIRONMENTAL DEMANDS:** The environmental demands described here are representative of those that must be met by an employee to perform the essential responsibilities and functions of the job successfully and are not meant to be all-inclusive.

- Occasional exposure to a variety of weather conditions.
- Possible exposure to a variety of childhood and adult diseases and illnesses.
- Exposure to heated/air-conditioned and ventilated facilities.
- Exposure to varying decibels of sound.

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