



# Frankenmuth School District

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Grant Hegenauer, Superintendent  
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525 E. Genesee Street  
Frankenmuth, Michigan 48734

## INTERNAL/EXTERNAL POSTING

**Position/Type: List Elementary Principal – full time**

**Deadline:** October 20, 2021

**Salary:** Per Administrative Contract

### **Position Details**

Category: **Administration/Elementary Principal**

Date of Availability: **11/01/2021 or TBD**

**REPORTS TO: Superintendent of Schools**

### **POSITION**

The Frankenmuth School District is seeking a highly qualified principal who will support and sustain academic-focused leadership for the students, staff and the school community. The principal creates and contributes to highly functioning work and learning environments that exhibit respect and understanding for all individuals.

### **JOB DESCRIPTION**

The principal holds the key leadership position and assumes overall responsibility as the creator of culture and instructional leader in the school. An effective principal develops a school culture that is welcoming, student-centered and collaborative. The principal establishes the priorities and direction of the whole-child educational program through careful short-term and visionary long-term strategic planning. She/he serves as the lead learner in the school and oversees the implementation and analysis of the instructional program and student academic achievement. An effective principal inspires staff, connects with students, and encourages parent participation in the educational journey of their children.

### **QUALIFICATIONS**

The person selected for the position will be the individual who offers the best combination of qualities in accordance with the following criteria:

- Must possess a teaching certificate, and (5) five or more years of successful teaching or related experience
- Successful (3) three to (5) five years of school administrative or other leadership experience preferred, with a proven track record of gains in student achievement, professional learning communities.
- Master's Degree in Educational Leadership or working towards a degree in Educational Leadership
- Must hold a State of Michigan Administrative Certification or ability to have valid Administrative Certificate given the State prescribed timeline

- Must demonstrate leadership, team building skills and the ability to work with students
- Exemplar communication skills and writing ability
- Ability to meet deadlines, prioritize, work independently and strong work ethic
- Must be proficient in current technology for performance of duties and have the ability to analyze relevant information, data and the district's student information system
- Knowledge of current best practices in educational methodology (focus on literacy) and State and Federal regulations related to education is desired
- Must understand child growth and development as well as trauma-informed practices and PBIS (Positive Behavior Interventions and Supports)
- Demonstrated knowledge of educational practices grounded in research, including the School Improvement Process, Social Emotional Learning, Whole Child, and Cultural Responsiveness.
- Demonstrated experience in observing, coaching, advising, evaluating, leading and supervising teachers, including driving teacher evaluations toward continuous improvement geared toward improved student achievement.
- Demonstrated knowledge, interest, experience and a keen understanding of staff development initiatives and leadership involvement in professional development.
- Educational experience with elementary school aged students, history of established positive relationships with staff, students, and families to focus on the school community efforts.
- Exhibits characteristics of servant leadership and demonstrates a stable temperament, the ability to work with others and a demonstrated ability to create a team building atmosphere.
- Experience and understanding on how to implement the District Strategic Plan, incorporate and the MTSS process with fidelity.
- Demonstrated knowledge of how to leverage technology and the integration of technology within instruction.
- Performs as an effective team builder and relates well with others.

## **RESPONSIBILITIES**

- Responsible for the organization and administration of all activities within the building.
- Assists in the development, revision and evaluation of curriculum and assessments.
- Maintains current knowledge of trends, developments and research pertaining to elementary education.
- Increase student achievement of all students to ensure a minimum growth of one year in all subject areas.
- Determine objectives and identify school needs as the basis for developing long- and shortrange plans for the school.
- Direct and assist the staff in development, implementation, and evaluation of effective school improvement and Title II budget and plans.
- Collaboratively lead the educational activities of the school as a Professional Learning Community.
- Assign staff and students to classrooms, implement prescribed instructional programs, direct instructional methods, manage the use of teaching materials and equipment, control curricular standards, and supervise assigned programs.
- Ensure effective implementation of the MTSS process.
- Direct and coordinate the supportive activities of the educational program of the school to make assignments for the paraprofessionals, secretaries, maintenance, cafeteria, and other classified personnel; administer the total financial operation of the school; and maintain records necessary for the proper administration of the school.
- Investigate and initiate academic and behavior supports for all students.
- Take responsibility for the orderly operation of the school including the safety and supervision of all staff and students.
- Administer the Student Code of Conduct fairly and equitably.
- Maintain current knowledge of best practices and trends in elementary education.

- Work with parents and the community to encourage participation and collaboration in the school community. Serve as a lead representative and ambassador for the district.
- Encourage professional staff growth of assigned staff through personal counseling, workshop, conference and committee participation, and empowering of staff.
- Supervise and annually evaluate the performance of all assigned personnel and take appropriate action in cases of substandard performance. Identify and encourage teachers to take a leadership role within in the school community.
- Provides leadership for the integration of technology within the instructional program.
- Initiates and implements programs to meet specific needs of the students.
- Establishes and maintains an atmosphere conducive to learning and a climate of respect in which students can succeed.
- Advances positive public relations and communication within the school community.
- Communicates effectively and promptly with the superintendent on all issues relating to the building.
- Any and all other duties as assigned by the Superintendent of Schools.

***Interested persons should submit a letter of application, resume with references, three letters of recommendation and copy of transcripts to:***

Grant B. Hegenauer, Superintendent  
Frankenmuth School District  
525 E. Genesee Street  
Frankenmuth, MI 48734

Or submit by email to: [PMalicoat@fmuthschools.com](mailto:PMalicoat@fmuthschools.com)

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