



# Public Schools of Petoskey

## NOTICE OF POSITION OPENING

MIDDLE SCHOOL ASSISTANT PRINCIPAL			
<b>Date Posted</b>	April 19, 2024	<b>Application Deadline</b>	May 10, 2024
<b>Primary Function</b>	Assists the middle school principal in promoting an environment within the high school and career technical center which enhances the educational well-being of each student; works with students and staff to make the middle school attractive, pleasant and productive places in which to learn and work.		
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>❖ An advanced degree, Masters or higher, from an accredited institution with emphasis in educational leadership, school administration, curriculum or other related field.</li> <li>❖ Valid Michigan teaching certificate.</li> <li>❖ Valid state certificate to practice as a school principal, or completion of a school administrator’s continuing education requirement.</li> <li>❖ Successful teaching and administrative experience preferred.</li> <li>❖ Ability to communicate effectively with staff and community.</li> <li>❖ Demonstrated ability to provide leadership that results in teamwork and collaborative working relationships.</li> <li>❖ Working knowledge of school law, teacher evaluation, professional learning communities and teacher mentoring/coaching.</li> <li>❖ Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.</li> </ul>		
<b>Start Date</b>	2024/2025 School Year		
<b>Responsibilities</b>	Please see attached job description.		
<b>Application Process</b>	Please visit <a href="https://petoskeyschools.org/employment">petoskeyschools.org/employment</a> to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
<b>Notice of Non-discrimination</b>			
The District will not discriminate against any person based on race, color, national origin, ethnicity, religion, sex (including			

pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.