NOTICE OF VACANCY
OSCODA AREA SCHOOLS

June 4, 2018

The Oscoda Area Schools announces a vacancy for an ***Assistant Principal for Richardson Elementary School.*** Internal and external applications will be accepted until the position is filled.

Position: **Assistant Principal**
Richardson Elementary School **Grades: Pre-School – 6th**

Effective Date: **2018-2019 School Year**

Salary: **Salary - minimum of $78,661 and will be commensurate with experience and training and as per the collective bargaining agreement between the Oscoda Administrators Association (OAA) and the Board of Education.**

Required Qualifications:

* Possess at least a master's degree which includes a minimum of twenty (20) semester hours of graduate work in administration, education, and curriculum of related fields.
* Meet or exceed the requirements of the Michigan State Board of Education.
* Meet the education requirements for continuing education.
* Possess a valid Michigan Administrator Certificate.
* Possess a valid Michigan Teaching Certificate.
* Have successfully completed three (3) years of classroom teaching.
* Successfully demonstrated the ability to work with students, staff, administration, parents and community members.
* Ability to exercise discretion and independent judgment.
* Superior communications skills in both writing and speaking.
* Collaborative leadership skills.
* Fluent in the use of technology, including but not limited to, PC's, email, PowerPoint, Microsoft Word and Excel, etc.

Preferred Qualifications:

* Possess at least a master's degree in Administration.
* Previous experience as an Assistant Principal.
* Successful administrative, supervisory, or managerial leadership experience in a school setting.
* Experience with Special Education IEPC's.
* Proven track record in improving student success on state testing
* Experienced in setting high standards for staff and students.
* Experienced in establishing processes and procedures for holding staff and students accountable in the education setting.
* Proven experience in the evaluation process for staff performance.

Responsibilities:

* The Assistant Principal is directly responsible to the Principal and assumes overall responsibility for the school in the absence of the Principal. Building responsibilities can be adjusted as mutually agreed upon by the Principal, Assistant Principal and the Superintendent of Schools.
* S/he shall make his/her decisions involving job responsibilities within the policies and administrative guidelines set up by the Board of Education. S/he shall be delegated the necessary authority to carry out the assigned responsibilities.
* S/he shall meet and confer with the Building Principal on a daily/weekly basis as required to efficiently work as a building administrator team member. S/he shall use appropriate and effective personnel management skills in working cooperatively with the general public and school staff.

To Apply: All interested applicants must submit a letter of interest, resume, credentials, copies of all certification and transcripts, references, plus any other supportive materials for review and consideration to:

Susan Barnhart, District General Manager
Oscoda Area Schools (989) 739-2033
Board of Education Office (989) 739-2325 Fax
P.O. Box 694
Oscoda, Michigan 48750

OSCODA AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Title VI, Title IX, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Oscoda Area Schools that no person shall, on the basis of race, color, national origin, sex, 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.