



# Kenowa Hills Public Schools Education inspired.

**Position:** Principal

**Location:** Kenowa Hills High School

**Beginning:** 2016-2017 School Year

**Summary:** The High School Principal is a key member of district leadership team. The principal's primary responsibility is providing a high level of instructional leadership. As such, the principal is responsible for the oversight and evaluation of the educational program at Kenowa Hills High School. A generous and comprehensive annual salary and fringe benefit package is authorized by the Board of Education. A candidate profile will be available on the Kenowa Hills Public Schools website in the near future.

**Qualifications:**

- Minimum of a Masters Degree
- Administrator Certificate
- Have a high level of understanding about personalized learning and competency-based education systems.
- Exceptional relational capacity and proven ability to form long-lasting relationships with students, parents and staff members
- A relentless, unwavering belief in the capacity for all students to learn at high levels
- At least five (5) years of successful teaching experience is preferred.
- Educational leadership experience required. Candidates lacking a previous administrative position should be able to cite highly successful leadership roles (e.g., department, grade-level, or school-improvement chair positions).
- Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents
- Knowledge and experience with School Improvement processes and various state requirements
- Experience building a master schedule and awareness of alternative schedules to support high levels of learning and achievement
- Experience with grant-funded programs (Title I Part A or Section 31a) preferred

**Primary Performance Responsibilities**

1. Facilitate and lead a learner-centered environment that supports high levels of student achievement.
2. Demonstrate high levels of relational capacity with staff, students and the community.
3. Effectively manage human resources, which includes empowering others to achieve school and organizational goals.
4. Organize and direct an annual evaluation of school programs.
5. Analyze, interpret and act upon a variety of data sources.
6. Maintain a planned program of instructional coaching including the annual evaluation of building staff.
7. Develop and implement a comprehensive school improvement plan in accordance with district goals and objectives.
8. Systematically seek and utilize feedback from students, staff, parents and community partners.
9. Provide sound business management through planning for the efficient and effective use of resources.
10. Assume administrative responsibility for all compliance reporting.
11. Implement board rules and district policies and procedures.
12. Annually identify and pursue areas for personal and professional growth.
13. Implement the code of student conduct and establish procedures that encourage student behavior consistent with school goals.
14. Initiate action and readily take responsibility for all aspects of the daily operations of the school.

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15. Administer extracurricular programs.
16. Effectively communicate, orally and in writing, necessary information and ideas to staff, students and parents.
17. Attend all meetings as required by the superintendent or designee.
18. Assume responsibility for the general supervision and appearance of the grounds and buildings.
19. Coordinate public relations activities.
20. Serve on district committees as requested.
21. Confer with law enforcement and social services personnel.
22. Be on call 24 hours/day, 365 days/year.
23. Perform other tasks as assigned by the superintendent or designee.

### **Application Procedure**

Mail letter of application, resume, copies of relevant transcripts and three to five professional recommendation letters to:

Mike Burde, Ph.D.  
Assistant Superintendent  
Kenowa Hills Public Schools  
2325 Four Mile Road NW  
Grand Rapids MI 49544

### **Timeline**

- Applications Due - April 29, 2016
- First-Round Interviews - May 9, 2016
- Second-Round Interviews - May 16, 2016
- Selection of Candidate - May 20, 2016

The Administration and Board of Education reserve the right to make exceptions to the timeframe noted to ensure selection of the best possible candidate.

**Note to New Employees:** Pursuant to PA 131, the selected candidate must receive clearance from the Michigan State Police Department prior to the offer of employment. The candidate is responsible for the background check fee.

*It is the policy of the Board that no staff member or candidate for a position in this district on the basis of race, color, religion, national origin, creed, ancestry, age, gender, marital status, height, weight, political belief or disability which does not impair on individual's ability to perform adequately in the individual's particular position or activity which shall be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.*