



White Pigeon Community Schools

"Every Student—Every Day"

**June 5, 2024
Job Posting**

Position: Jr/Sr High School Principal

Starting: 2024-2025 School Year

Minimum Qualifications:

- Michigan School Administration Certificate or ability to obtain certification.
- Five years of successful teaching experience, preferably in grades 6-12.
- Experience in leadership across different domains.
- Experience with administering State testing.
- Knowledge of and experience with current classroom management techniques.
- Experience utilizing Restorative Practices.
- Experience with and knowledge of curriculum implementation, school improvement, instructional coaching, staff development, and PLC implementation.

Job Description:

- Ability and willingness to work collaboratively with staff across all grade levels and departments.
- Provide leadership and support to strengthen and shape strong professional growth for all professional and support staff members.
- Provide a vision that will promote growth for student achievement and staff development.
- Support and promote academic, athletic, and all other extracurricular activities, clubs and student organizations.
- Promote and build a positive school climate through building relationships with staff, students, parents and community members.
- Support district-wide initiatives.
- Provide a safe and healthy environment for students and staff.
- Support PBIS and MTSS efforts throughout the building.
- Prepare the building budget and work with the Business Manager and Superintendent on budgeting and purchasing.
- Participate as an active member of the District Leadership Team.
- Coordinate professional development for staff.
- Evaluate performance and effectiveness of staff and programs.
- Other duties and responsibilities given by the Superintendent.

Salary: Salary and benefits based on experience and qualifications.

Application Deadline: June 28, 2024

Submit letter of application, resume and references via email to:

Shelly McBride, Superintendent

Email: smcbride@wpcschools.org

Subject line: Jr/Sr High School Principal

Superintendent's Office
410 East Prairie Ave.
White Pigeon, MI 49099-8150
Office: 269-483-7676
Fax: 269-483-2256

White Pigeon HS/MS
410 East Prairie Ave.
White Pigeon, MI 49099-8150
Office: 269-483-7679
Fax: 269-483-8742

Athletic Department
410 East Prairie Ave.
White Pigeon, MI 49099-8150
Office: 269-483-2987
Fax: 269-483-8742

Central Elementary
305 East Hotchin
White Pigeon, MI 49099-9709
Office: 269-483-7107
Fax: 269-483-8432



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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; occasionally walk and stand and reach with hands and arms; occasionally lift and carry up to 30 pounds. Specific vision abilities required by this job include close vision; very good depth perception; and the ability to communicate through speech. The position requires a moderate amount of physical activity.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside and occasionally meets deadlines with severe time constraints.

NOTICE OF NON-DISCRIMINATION POLICY:

It is the policy of the White Pigeon Community School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

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